

NOTICE
NOTE TO PROSPECTIVE APPLICANTS

Thank you for your interest in employment at Montana State University Billings! We welcome your application materials and appreciate your desire to work at MSU Billings.

The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.

We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.

Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.

Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!



INTERNAL ONLY

POSITION: **ASSISTANT RECREATION DIRECTOR**
Search #1267DEC
Full time, Professional Position, Letter of Appointment

DEPARTMENT: **Recreational Activities**

DATE TO START: As soon as possible after filled

STARTING SALARY: Dependent upon education and experience

Montana State University Billings is the third largest University in Montana and is located in Montana's largest city. The Senior campus, College of Technology and Downtown campus together are home to approximately 5,500 students. The University has five colleges, which offer a wide variety of degree programs to its students. Montana State University Billings employs approximately 500 employees, who together work hard to create an outstanding University.

POSITION DESCRIPTION: The Assistant Director will manage the daily operation of the MSUB Recreation Activities Leisure Recreation, Intramural Sports, and Club Sports Programs. Additionally, the employee will assist the Recreation Director with all aspects of recreation

activities including web design, marketing, safety certifications, Fitness Center, special projects, aquatics, and daily problem solving. This position reports directly to the Director of Recreational Activities and exercises supervision over a part-time staff of over 50 students (about 8 FTE).

RESPONSIBILITIES:

Leisure Recreation:

- Oversee the daily operation of the recreation desk including entry control, memberships, equipment checkout, court reservations, and cash management
- Recruit, train, schedule, support, develop, and supervise student recreation desk employees
- Train and certify employees in Red Cross First Aid/CPR/AED training and other safety courses as required

Intramural Sports:

- Organize, promote, schedule, and supervise Intramural Sports activities on campus
- Recruit, train, schedule, support, develop, and supervise game officials
- Maintain records of participation statistics

Club Sports:

- Coordinate, recruit, and promote Sports Clubs on campus
- Guide and train club officers and advisors in budgeting, scheduling, risk management, and travel in accordance with university and student organization policies

Additional Responsibilities:

- Assist the Director with the selection and implementation of a comprehensive recreation front desk software program
- Assist the Director with the development of an Intramural Sports website
- Assist the Director with the long-range facility master plan
- Assist the Director with the continuing development and implementation of the department strategic plan and assessment
- Assist the Director with the implementation of the campus wide scheduling software program
- Promote Recreation Activities programs on the web and in print form
- Design flyers, brochures, web pages, and other materials as needed

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Health and Human Performance, Physical Education, Recreation, Sports Management, or related field
- Minimum of two year's supervisory experience in recreation programming
- Demonstrated knowledge and experience in Leisure Recreation front desk supervision
- Demonstrated knowledge and experience in supervising Intramural Sports programming
- Demonstrated knowledge and experience in coordinating Sports Clubs
- Instructor certifications in Red Cross First Aid/CPR/AED
- Montana Officials Association certification or equivalent
- Proven ability to develop, train, foster, and maintain Leisure Recreation staff
- Proven ability to develop, train, foster, and maintain Intramural Sports Officials

- Demonstrated knowledge of rules, regulations, and safety concerns of a range of group and individual sports
- Proven ability to collect and maintain participation records and associated statistics as required
- Proven ability to remain current on safety issues, instructional techniques, and accepted standards related to recreational programming
- Proven ability to provide support for other recreation areas as directed (includes Aquatics, the Fitness Center, Safety and Risk Management, and Special Events)
- Demonstrated excellent communication skills, both oral and written
- Demonstrated problem solving, the ability to resolve conflict, and the desire to adapt to change are all essential attributes
- Demonstrated knowledge in graphic design in print and web formats
- Position requires evening and weekend duties

PREFERRED QUALIFICATIONS:

- Supervisory experience in university based leisure recreation
- Supervisory experience in university based intramural recreation
- Supervisory experience in university based sports clubs

REVIEW DATE: Applications received by **January 20, 2012**, will be given preference review; however, the position is open until filled.

APPLY: Submit: (1) a **Cover Letter** addressing the above qualifications/skills; (2) **Resume**; (3) a **List of Three Professional References** including names, addresses, and phone numbers; and (4) the **Authorization for Background Check Form** to:

Human Resources Office/EEO-AA Office
 Montana State University Billings
 1500 University Drive
 Billings, MT 59101-0298
 Phone: (406) 657-2278; FAX: (406) 657-2120
<http://www.msubillings.edu>
employment@msubillings.edu

Criminal Background Investigation is required prior to Offer of Employment.
 (In accordance with University policy, finalists for this position will be subject to criminal background investigations.)

In accordance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the **MSU Billings Crime Statistics of Specified Crimes** is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, 310 McMullen Hall.

MONTANA STATE UNIVERSITY BILLINGS IS AN ADA/AA/EEO EMPLOYER. Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodation (406/657-2278/TTY).