



Savannah State University

Position Description – Associate Director, Department of Student Development

POSITION DESCRIPTION

Position Title: Associate Director, Department of Student Development FLSA Status: Exempt
Reports to: Director, Department of Student Development
Division: Division of Student Affairs
Date Prepared: July, 2011

BASIC FUNCTION

To assist the Director of Student Development in the overall direction and support of the Department of Student Development. Coordinates health and wellness initiatives with the Harris-McDew Health Center for students, staff, faculty, and community. Represents the Director of Student Development at meetings and other functions; performs other duties as assigned. Responsible for the overall planning and development of an organized and thorough program of intramural sports and wellness activities and events for the University community. Provides oversight of usage of Wilcox-Wiley Gymnasium, Pool, and Weight Room (Body Shop).

NATURE & SCOPE

Reporting to the Director of Student Development, the Associate Director plans, implements, and provides quality intramural sports and wellness programs, facilities and services that promote a sense of community and encourage the pursuit of a healthy lifestyle to a diverse student population.

PRINCIPLE ACCOUNTABILITES

- Plan, implement, and supervise physical fitness and wellness activities, services, and instructional programs for students, faculty, staff and guests.
- Plan, implement, and supervise open recreation, individual, and group instruction, and organized competitive intramural sports for SSU students, faculty, staff, and community guests.
- Supervises and evaluates Assistant Director, Coordinator of Intramural Sports, and Coordinator of Wellness.
- Manages budget and purchasing of equipment and supplies for all accounts related to Intramural Sports and Wellness promotion programs and services.
- Develop student leadership and training programs for all intramural sports and wellness staff.
- Responsible for the preparation of and implementation of manuals of operation, emergency, and accident procedures.
- Prepares annual departmental reports and staff evaluations.
- Conduct regular assessment of the quality of Intramural Sports and Wellness programs and activities and make adjustments as needed.
- Develop methods for collecting input from users to enhance and expand programs and services.
- Develop policies, procedures, and an atmosphere to promote good sportsmanship and team play.
- Serve as a member of university and division committees, as necessary.
- Perform other duties as assigned.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Requires a Bachelor's degree. Experience in facilities management and programming. Demonstrated leadership, interpersonal and strong communication skills. Proven student programming experience. Basic computer skills. Must be able to create and maintain a student-oriented environment.