



Wingate University
Open Position Description
Assistant Director of Campus Recreation
and Campus Involvement

Position Title: Assistant Director of Campus Recreation and Campus Involvement

Location: Wingate Main Campus

Position Summary: Wingate University is looking for a dynamic, organized, and energetic individual to join our team. Reporting to the Director, the Assistant Director for Campus Recreation and Campus Involvement provides management of the McGee Center including staff, schedule, and operations. Additionally, this position works with student groups to plan a variety of campus-wide activities. This unique position combines recreation center facility management with campus-wide event planning. This position supervises a Graduate Assistant and several student staff. At Wingate University, Campus Recreation and Campus Involvement are partnered to enhance the student experience and student satisfaction. This collaboration includes, but is not limited to, the following programming areas: Recreation, Greek Life, Registered Student Organizations, and Activities (BARC). While unique, this position has a lot of opportunity for growth and creativity.

Duties and Responsibilities:

- Serve as the lead support for the Director in managing and overseeing the day-to-day operations of the McGee Center.
- Hire, train, schedule, and evaluate approximately 50-60 student staff.
- Inspect facility components and equipment regularly, and perform routine maintenance when appropriate. Coordinate cleaning schedule with staff.
- Enforce and evaluate facility policies and procedures, as well as risk management and emergency action plans.
- Manage all aspects of Innosoft Fusion for facility management.
- Liaison for ADP payroll for work study staff.
- Coordinate and supervise the student activities board (BARC) for campus-wide events and activities including Welcome Week , Homecoming, Spring Gate, and various other events.
- Assist in providing leadership, organization, vision, and oversight for Campus Recreation and Campus Involvement. This includes the development of annual goals and objectives, serving on committees, and attending regular meetings.
- Collaborate with a wide range of constituencies in a diverse community.
- Other duties as assigned.

Qualifications and Experience:

- Master's degree in sports management, recreation, higher education, or equivalent field required.
- A minimum of two years professional experience in facility management required.
- Demonstrated event-planning experience strongly preferred.
- Experience with Innosoft Fusion preferred.
- Experience with ADP payroll preferred.
- First Aid/CPR/AED Instructor Certification preferred or ability to obtain.

To apply, submit the following to **Human Resources** at careers@wingate.edu and **Ms. Dei Reich, Assistant Dean of Campus Life** at dreich@wingate.edu.

- 1) letter of interest, 2) resume, and 3) contact information for three references.

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 37 undergraduate majors as well as eight master's and five doctoral degrees. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.