Philander Smith College

Coordinator of Intramurals and Weekend & Late Night Programming

Philander Smith College is currently recruiting for a full-time Coordinator of Intramurals and Weekend & Late Night Programming. The schedule for this position varies based on the program needs and activities. Hours will involve daytime, nighttime and weekend hours.

The duties, competencies, and responsibilities of the position include but are not limited to:

- Oversee, develop, and implement a variety of programs and events for students with an emphasis on intramural sports and scheduling activities for evenings and weekends, including both smaller scale events and more complex, large events. This includes all phases of strategic planning, contract negotiation, event organization and scheduling, arranging for facilities and security, identifying and fulfilling staffing needs for the event, acting as liaison with outside vendors, etc.

- Select, train, supervise, and evaluate staff for Intramural and Weekend & Late Night Programming.

- Maintain accurate participation and budget records.

- Develop and strengthen relationships with key administrators and students on campus to enhance the awareness and involvement of the campus community in intramural programs.

- Promote the Intramural and Weekend & Late Night programs through a variety of mechanisms: (annual calendar, flyers, bulletin boards, posters, social media, activities, etc.).

- Serve as the main contact person for the Intramural and Weekend & Late Night programs.
• Provide post-event analysis, budget recaps, and participant feedback. Maintain comprehensive files for each major initiative and track student participation programs. Assess program success to determine improvement and or/ continued implementation for future academic years.

• Supervise student employees, including overseeing all aspects of hiring, expectation setting, mentoring, work assignments, performance management and evaluations, and disciplinary processes.

Other duties as relevant to the duties of the position or as assigned by supervisor or designee.

Please note that the above list of duties is not comprehensive but generally demonstrates the types of matters under this position’s purview and responsibility.

Qualifications
• Bachelor’s degree required; emphasis in recreation, sport administration, aquatics preferred.
• The candidate should have a commitment to working with students within the context of a private, HBCU, church-affiliated College environment.
• Demonstrate understanding of the foundational purpose of Intramurals and Weekend & Late Night Programming.
• CPR/AED-PR and First Aid Instructor Certification

Interacting with students, faculty and leadership with different backgrounds and points of view and a deep appreciation of and respect for academic values and culture must be a top value of the candidate.

Knowledge, Skills and Abilities
• The successful candidate will possess strong and efficient written and oral communication skills to communicate and provide complex information to an audience unfamiliar with Intramural policies and procedures.

• The candidate must also possess the ability to think strategically and analytically to formulate, implement, and evaluate innovative approaches, creative solutions, and new systems and procedures to meet organizational objectives.

• The candidate will work both independently and collaboratively in a rapidly changing team-based environment with a capacity to manage/coordinate personnel including mediating among several staff sub-groups to create one focused team effort demonstrated initiative, proven leadership ability, goal setting and project management skills, and capacity to promote excellent interpersonal relationships and collaboratively work with diverse groups of
students, staff, faculty, administrators, and community leaders to achieve department goals.

- The ability to manage, motivate, and evaluate staff, as well as collaborate with staff, is essential. Excellent organization, decision-making, problem-solving, counseling, time management, and project management skills along with a strong commitment to customer service will be critical to success in this position to efficiently and more manage a broad array of work assignments.

- All staff members are expected to interact collegially and maintain the highest standards of integrity and ethics. This incumbent must be willing to work early mornings, late evenings, weekend hours and extended hours as necessary throughout the year.

**WORK STANDARDS**

- Respect for the College’s mission and its HBCU and United Methodist identity: demonstrates commitment to learning, respecting, and contributing to the mission of the College, a small, privately supported, historically Black, four-year liberal arts institution related to the Board of Higher Education and Ministry of the United Methodist Church. The College’s mission is to “graduate academically accomplished students, grounded as advocates for social justice, determined to change the world for the better.”

- Promote culture of safety: demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.

- Compliance with laws and policies and procedures: subject to and expected to comply with all applicable laws and College, departmental, and other applicable policies and procedures, including but not limited to, the personnel, business, and/or other policies of the College.

- Interpersonal skills: demonstrates the ability to work professionally with all Philander Smith College community members, external organizations, and any other person or organization employee interacts with in his or her College capacity.

**Learning Outcomes**

Philander Smith College is dedicated to supporting the learning and development of the whole student. We strive to provide training opportunities as well as coaching and evaluation feedback for all of our student employees. Philander Smith College also understands that student learning and development is a dynamic process and the student holds the responsibility for engaging in these opportunities.

- Communication and Interpersonal skills: practice active listening and receiving feedback, engage in empowered conversations with supervisors and colleagues,
create clear and effective communications in person and in writing, and learn to positively represent Philander Smith College and our mission.

- Problem solving: proactively address issues in your work area and develop critical thinking abilities, conflict and crisis skill management, seek support from your team, develop confidence and autonomy in your role and follow through on projects.

- Professionalism and Leadership: Exhibit responsible decision-making and personal accountability. Dressing appropriately for your role, exercising leadership in job responsibilities, practice with professional development, following Philander Smith College professional guidelines for timekeeping, work hours and working with the public, practice with time keeping software.

- Creating a Safe and Inclusive Environment: learning to encourage and promote a welcoming environment at Philander Smith College.

**HOW TO APPLY**

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, resume, and a list of three references to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in Word format. You may also mail your information to:

Philander Smith College  
Attn: Office of Human Resources  
900 Daisy Bates Drive  
Little Rock, AR 72202

Philander Smith College is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.