

Assistant Manager Recreation and Club Sport Tufts University

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Posted Jun. 4, 2024, set to expire Dec. 31, 2024

Job Title	Assistant Manager Recreation and Club Sport
Department	Recreation & Club Sports
Institution	Tufts University Medford, Massachusetts
Date Posted	Jun. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Athletics and Recreation Services
Job Website	https://jobs.tufts.edu/jobs/20524?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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Located five miles from downtown Boston, Tufts University is a Division III member of the National Collegiate Athletic Association (NCAA) and the highly-competitive New England Small College Athletic Conference (NESCAC). Tufts students participate in 30 varsity sports, 32 club sports and a number of intramural sports. Tufts Athletics has won eleven NCAA team championships since 2010 and has finished in the top 10 of the Learfield Sports Directors' Cup in each of the last eight years, including winning the Director's Cup in 2022 as the top Division III Athletic Department in the nation. Tufts Athletics oversees the Physical Education Department and manages all athletics facilities, including the Steve Tisch Sports & Fitness Center which opened in 2012. The Department of Athletics provides student-athletes a dynamic, transformational experience on and off the field. They experience the joy of personal growth inherent in high level competition, while cultivating lifelong connections with teammates, the Tufts community and the world around us.

What You'll Do

The Assistant Manager of Recreation & Club Sports will assist in managing and implementing all aspects of a comprehensive recreation program that engages a diverse student population, promotes health and wellness, and enhances the quality of living and learning for students.

Essential Functions:

- In collaboration with the assistant director of athletics – facilities and recreation and the assistant director of operations and events, implements all day-to-day operations of club sports, intramurals, physical education and general recreation programming.
- Collaborate closely with the Division of Student Affairs and the Office for Campus Life; Partner with various student groups and campus units on health, recreation, physical education, fitness and wellness programs.
- Create and implement effective marketing strategies and campaigns to promote recreation and fitness opportunities.
- Ensure that the planning, organization, implementation and evaluation of all physical education and recreation programs are conducted in accordance with established service and safety standards.
- Monitor all club sports, intramurals, physical education and recreation purchases and requests ensuring all University processes and policies are followed.
- Serve on department/campus committees; and perform other duties as assigned

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What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- Bachelor's degree;
- Previous work in a sports/recreation setting or other relevant work experience;
- Ability to provide leadership for student organizations and a diverse student body;
- Strong organizational and time-management skills;
- Ability to communicate effectively and foster positive relationships with students, fellow staff members and the campus community;
- Ability to assess the programming and activity needs of the student body and develop a suitable variety of student programs and activities;
- Outstanding work ethic and ability to work varying hours on nights and weekends;
- Ability to manage multiple budgets with attention to detail;
- Commitment to gender equity, diversity and inclusion and the mission of Tufts University; and Excellent writing and interpersonal communication skills.

Preferred Qualifications:

- Master's Degree in sports management, recreation, education, physical education or related field;
- Two years of experience working in sport management, recreation, physical education or related field at the collegiate level;

Pay Range

Minimum \$52,600.00, Midpoint \$65,750.00, Maximum \$78,900.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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