



# EMPLOYMENT OPPORTUNITIES

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SOUTHERN ILLINOIS UNIVERSITY  
**EDWARDSVILLE**

Civil Service Position CS22-064

October 15, 2021

## Position Title

Campus Recreation Coordinator- Club Sports & Special Events (12729)

## Hiring Unit

Campus Recreation

## Illinois Residency Requirement

Illinois residency required within 180 calendar days of the start date for the designated position.

## Job Description/Responsibilities

Under the direction of the Assistant Director of Recreational Programs, the Club Sports Coordinator is responsible for the planning, development, implementation, and evaluation of a comprehensive club sports program. The selected candidate will oversee day to day operations, administration, planning, development, and supervision of 40+ club sports programs and over 700 student athletes. Duties for the Coordinator will include assistance with academic compliance, review of league eligibility requirements, risk management, oversee the health and well-being of student participants, schedule facility and rental space, handle sports official contracts, manage tournament organization, and arrange travel accommodations for Clubs. The Coordinator will also oversee and manage Club budgets and expenditures, while assisting with fundraising efforts, donations, and sponsorships.

Candidates must be able to plan, supervise and administer special event activities for the entire campus community. In addition, the Club Sport Coordinator will serve as an advisor mentor for participants of our programs, as well as student employee staff, and aid the Assistant Director for Recreational Programs in other aspects of the total operation as deemed necessary.

Further duties and responsibilities may be assigned in support of the department's mission and goals. Due to the professional responsibilities, some evening and weekend hours may be required.

Southern Illinois University Edwardsville nurtures an open, respectful, and welcoming climate that facilitates learning and work. SIUE is committed to education that explores the historic significance of diversity in order to understand the present and to better enable our community to engage the future. Integral to this commitment, Southern Illinois University Edwardsville strives for a student body and a workforce that is both diverse and inclusive. For more on our Statement of Diversity, visit: <https://www.siue.edu/about/mission-goals-plans/diversity.shtml>

## FSLA Status

Non-Exempt

## Salary

\$3,305.82 Monthly, excellent benefits package.

## About SIUE

Southern Illinois University Edwardsville is a nationally recognized university that provides students with a high-quality, affordable education that prepares them for successful careers and lives of purpose. Built on the foundation of a broad-based liberal education, and enhanced by hands-on research and real-world experiences, the academic preparation SIUE students receive equips them to thrive in the global marketplace and make our communities better places to live.

Situated on 2,660 acres of beautiful woodland atop the bluffs overlooking the natural beauty of the Mississippi River's rich bottom land and only 25 minutes from downtown St. Louis, the SIUE campus is home to a diverse student body of more than 13,000 individuals.

SIUE is accredited by the Higher Learning Commission, as well as more than 30 additional accrediting agencies. In January 2019, SIUE was reclassified by The Carnegie Commission on Higher Education to the newly created doctoral/professional universities category.

Fully certified at the Division I level by the NCAA, SIUE is a member of the Ohio Valley Conference and the Mid-American Conference (MAC) (men's soccer & wrestling).

The city of Edwardsville is consistently cited as one of the top cities in Illinois for families, based on several factors, including affordability, green spaces, excellent schools, low crime rate, financial stability and philanthropic spirit.

Learn more at [siue.edu](http://siue.edu).

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## Minimum Qualifications

1. A Bachelor's degree in a field relevant to the position (e.g., Kinesiology, Physical Education, or closely related field).\*
2. Two (2) years (24 months) of experience in the promotion, design, development, and administration of recreational programs.\*
3. Current certification/licensure, from a nationally recognized professional organization, requiring continuing education and/or ongoing documentation of proficiency in specialty area required of position such as certified pool operator, first aid instructor, lifeguard certification, CPR, AED, personal training, the Group Fitness Instructor Certification from the American Council on Exercise (ACE) or the Personal Trainer Certification from the Aerobics and Fitness Association of America (AFAA) or similar license/certification etc.).

\*Please Note: An advanced degree (Master's or higher) in Kinesiology, Physical Education, Exercise Science, or closely related field may substitute in meeting the qualifications in number 1 and count for one year of experience in number 2 above.

## Preferred Qualifications

- Understanding of the Student Affairs Philosophy as it relates to the provision of recreational and leisure services to a university community.
- Good oral and written communication skills are necessary to effectively interact with intramural sport participants and staff, as well as the recreation program staff.
- Knowledge of the recreational sports profession and exhibit good management and supervisory skills along with an understanding of sports officiating.
- Thorough understanding of recreational programming and scheduling of leagues and tournaments as well as experience in the supervision of Recreational Sports personnel and participants.
- American Red Cross CPR, First Aid for the Professional Rescuer, and AED will be required upon hire.

## Application Process

This position is a current civil service vacancy at SIUE and will close to applicants at 11:59 pm CST, on the posting end date.

Applicants must submit a completed Civil Service Application, which must include complete employment history, through HireTouch. If you do not possess any employment history, you must indicate this within the employment history section of the application. Your application should reflect all relevant skills and experience related to the minimum qualifications listed for this position. While a resume may be submitted with the application, data for each employer must be listed on this application form. (The words "See Resume" may only be used as a substitute in the section entitled "Specific Duties Performed.") If the application is incomplete you will not be considered for the position as our office will be unable to evaluate your application to determine if you possess the required minimum qualifications.

If qualifying by education or to qualify for a required educational requirement, you must submit your transcripts, including those for SIUE, at the time of application. Applicants qualifying for Veteran's preference must submit a copy of form DD214 at the time of application. For additional information, please visit: <https://www.sucss.illinois.gov>. Please submit any other licenses or certifications related to the position at the time of application.

To apply for this vacancy, click the "Apply for Position" button at the top of the job description page at [www.siu.edu/jobs](http://www.siu.edu/jobs). This will prompt you to access your existing HireTouch account or create a new account, only create a new account if you have NEVER done so previously. After logging in or completing your new profile, you can then complete the required SIUE application documents for each individual position.

Applicants will be subject to a background check and/or drug screening prior to an offer of employment. For more information, please visit the Office of Human Resources website at [www.siu.edu/human-resources](http://www.siu.edu/human-resources) or call Civil Service Testing at 618-650-2190.

## Application Deadline

November 1, 2021



Southern Illinois University Edwardsville is a state university. Benefits under state sponsored plans may not be available to holders of F1 or J1 visas.

SIUE is an Equal Opportunity Employer committed to an inclusive and diverse



workforce. We will not discriminate against any person on the basis of age, color, disability status, gender, marital status, national origin, race, religion, sex, sexual

orientation, or veteran status. We encourage applications from women, minorities, protected veterans and people with disabilities. In compliance with the ADA Amendments Acts (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with SIUE, please call 618-650-2190 or email [EmploymentHR@siue.edu](mailto:EmploymentHR@siue.edu).

The SIUE Annual Security and Fire Safety Report is available online at [siue.edu/securityreport](http://siue.edu/securityreport). The report contains campus safety and security information, crime statistics, fire safety policies, and fire statistics for the previous three calendar years. This report is published in compliance with Federal law, titled the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and the Higher Education Opportunity Act also known as the "Campus Fire Safety Right to Know." For those without computer access, a paper copy of the report may be obtained, with a 24-hour notice, from the Office of the Vice Chancellor for Administration, Rendleman Hall, Room 2228, 618-650-2536.

# SIUE