



Family: Student Services

Level: AM1

Position Profile Title: Administrator 1-Stud Activ/Rec

Salary Grade	Minimum	Midpoint	Maximum
9	\$104,100	\$143,112	\$182,112

PROFILE SUMMARY:

Positions in this profile are responsible for the overall strategic oversight and direction of campus student activities, student organizations, groups, and clubs; or campus recreational sports and adventure fitness programs. Responsibilities include developing, implementing, and evaluating philosophy, short and long-range goals and objectives for assigned areas. Employees develop, implement and enforce plans, policies, procedures, systems, programs and performance standards, and participate in strategic planning efforts as part of the Division of Student Affairs leadership team. They are responsible for managing staff, equipment and facilities. They determine resource needs and priorities and make recommendations to executive management. They determine training needs and make appropriate arrangements for provision of training.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristics of the Administrator 1-Student Activities and Recreation profile are the overall strategic and fiscal responsibilities for the department and associated student focused programs, activities, and services; and supervision of other managers that carry out the strategic plan in functional areas. They participate on the Student Affairs leadership team and contribute to the overall strategy, mission and budget.

PRIMARY POSITION RESPONSIBILITIES:

1. Develops, implements, oversees and assesses vision and operational resources for a student activity-focused function within the Division of Student Affairs including financial resources, budget, policies and procedures, short- and long-term action plans, and facilities.
2. Supervises functional unit managers; including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees including classified and/or professional faculty.
3. Ensures compliance with applicable laws, rules, regulations, and policy.
4. Advises and maintains relationships with student groups and student leadership to promote and develop the department mission and strategies, including the development of new services and programs for students, parents and the campus community.
5. Oversees collaborative, internal and external relationships that develop and enhance the OSU student activities or Recreational Sports departments and programs.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Entire University
- Functions across the University
- Department
- Direct team
- Vendors/Suppliers/Contractors
- Donors and Alumni



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- Student/Parents
- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined by university and division mission, vision and strategies; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction. Typically reports to a Vice Provost, Vice President, Assistant/Associate Vice President, Dean or other senior level administrator.

Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Develops and approves program budget and exceptions to program budget. Assists in the development of the division/college/overall organization

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

Collaborates and interacts within the Dept/Unit, University Wide to :

- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.

TYPICAL REQUIREMENTS:

Master's degree in Business Administration, College Student Services Administration, Public Administration, or related field with 6 years of experience in management responsibilities including budget development.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.