



SEARCH PROFILE

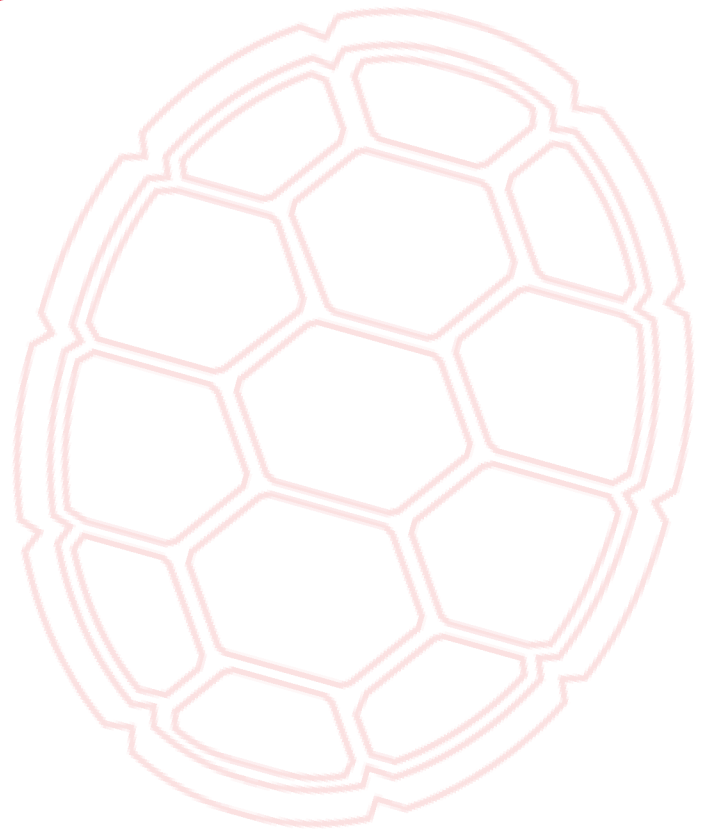
Associate Director, Business & Communications



**DIVISION OF
STUDENT AFFAIRS**
UNIVERSITY RECREATION & WELLNESS

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About University of Maryland

Founded in 1856, University of Maryland, College Park is the state's flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation's legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation's capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

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DIVISION OVERVIEW



About Division of Student Affairs

Comprised of 16 departments and over 3,000 staff members, including student staff, the Division of Student Affairs (DSA) serves the university community - students, parents, faculty, staff and visitors and is involved in all aspects of a student's life outside the classroom. This includes but is not limited to dining, housing, student activities, recreation and so much more. The Division is responsible for various programs, services, and resources to promote student learning and development, engagement, belonging, and health and well-being. The Division ensures the availability of a rich co-curricular experience for students, supports and enriches the University's educational mission, and works to effectively meet the needs of a diverse student population and workforce.

DEPARTMENTS

Accessibility & Disability Services

Adele H. Stamp Student Union

Conferences & Visitor Services

Counseling Center

Dean of Students

Development & External Relations

Dining Services

Diversity, Equity, & Inclusion

Family Engagement

Fraternity & Sorority Life

Resident Life

Residential Facilities

Student Conduct

University Career Center

University Health Center

University Recreation & Wellness

About Division of Student Affairs

Vision

Every Student Thrives.

Mission

We are an inclusive community of care where every student can realize their full potential. Our intentional use of resources creates environments that support and enhance student learning and growth, engagement, belonging and health and well-being.

Values

Community

We are an inclusive community of care where every student can realize their full potential. Our intentional use of resources creates environments that support and enhance student learning and growth, engagement, belonging and health and well-being.

Inclusive Excellence

We catalyze inclusion, diversity, equity, and anti-racism to achieve institutional and educational excellence. These commitments must be integrated into the core of our work, not viewed as discrete initiatives or isolated problems to be solved.

Through the Inclusive Excellence lens, inclusion, diversity, equity, and anti-racism are embraced as essential elements in the pursuit of educational excellence.

Integrity

We show up for our students, ourselves, each other, and for our work, embracing honesty, transparency and respect. We commit to doing what is right by living in alignment with our shared values. With compassion, we hold ourselves and each other accountable for upholding this value.



Equity & Social Justice

We celebrate diversity and foster inclusion by embracing all voices, ideas, perspectives, identities, and experiences. We strive to ensure that every member of our diverse community has the support, opportunities, and resources according to their needs to be successful and thrive. We have an unwavering commitment to work toward justice by preparing students and staff to be leaders, advocates, and change-makers who are committed to building an anti-racist, socially just, and equitable society.

Learning & Growth

We learn through experience, studying, teaching, and by being taught. We recognize that we are lifelong learners committed to our own growth, the growth of students, and our Division. We embrace a growth mindset by recognizing that our abilities and knowledge are fluid and that through our investment in growth, our learning will continue to enhance our work.

Innovation

We drive a culture of innovation that honors our values, transcends the status quo, and moves fearlessly forward. Our culture of innovation nurtures a willingness to take creative risks and fail forward.

Forward Together

Strategic Commitments

We Put Students First

We provide resources to co-create an inclusive, innovative community where students thrive.

We Invest In Our People

Our staff is our most valuable resource in achieving our vision, fulfilling our mission, and living up to our values.

We Create Caring and Inclusive Communities

Our goals coalesce around four key areas to transform organizational culture and behavior within the Division.

We Thrive As One Division

Collaboration across departments and teams creates strategic advantages for resource access and better connects us to each other and our work.

The Student Affairs Difference

Through co-curricular learning experiences we deliver outside the classroom, our students learn to:

Engage Inquisitively

Terps engage with curiosity and innovation.

Practice Compassion

Terps seek to understand, then act with care.

Act with Courage

Terps do brave things.

Work for Justice

Terps work toward equity for all.



We Align Practices with Values

Cohesive policies, processes, and procedures support and reflect the work and values of the division.

We Strengthen Our Foundations

We must continually evaluate our systems and services to create a conduit for equitable, sustainable, and community-driven progress across the division.



About University Recreation & Wellness

Our team is comprised of more than 46 professional staff members and 800 part time and student employees within the Division of Student Affairs who look to inspire Terps to be active and live well. We believe being physically active is a crucial component of success in and out of the classroom, and we are dedicated to creating a culture of wellness where all members of the University community thrive. Throughout the course of the year, we offer various programs and activities to facilitate physical activity, which provides better sleep, improved mood, a strong immune system, social connection with others, and more energy within our 15 indoor and outdoor facilities.

Mission

To enrich the educational experience and encourage personal growth by inspiring the University community to be active and live well.

Values

Integrity

We do the right thing and behave ethically at all times. We follow through on commitments to each other and those we serve.

Empowerment

We pursue learning, growth, and continuous improvement. We create opportunities for student employees to develop competence and confidence by serving as educators, mentors, and models of lifelong learning. We engage participants in meaningful experiences that promote personal growth and wellness.

Collaboration

We are team players. We foster relationships with students, campus departments, and community organizations to achieve common goal.



Innovation

We are inspired to find new ways to serve the recreation and wellness needs of our community. We strive to be leaders in the field by being creative and forward-thinking. We are passionate about exceeding expectations.

Inclusion

We appreciate and value the diversity of our staff and participants. We open doors and create accessible and welcoming recreation environments where all can be active and live well.

Stewardship

We take care of our financial, human, and physical resources in a responsible manner. We engage in sustainable practices to preserve the environment for future generations.

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DEPARTMENT OVERVIEW

About University Recreation & Wellness

University Recreation & Wellness (RecWell) is organized into seven functional units:

- Administration & Planning
- Aquatics & Safety
- Business
- Facilities
- Golf
- Information Technology & Esports
- Programs

FACILITIES

- Eppley Recreation Center
- Outdoor Adventure
- Reckord Armory
- Ritchie Coliseum
- Engineering Fields
- Tennis Courts
- Fraternity Row
- Turf Fields
- and many more

PROGRAMS

- Aquatics
- Adventure
- Club Sports
- Community
- Fitness
- Golf
- Intramural Sports
- Safety
- Wellness
- Youth

SERVICES

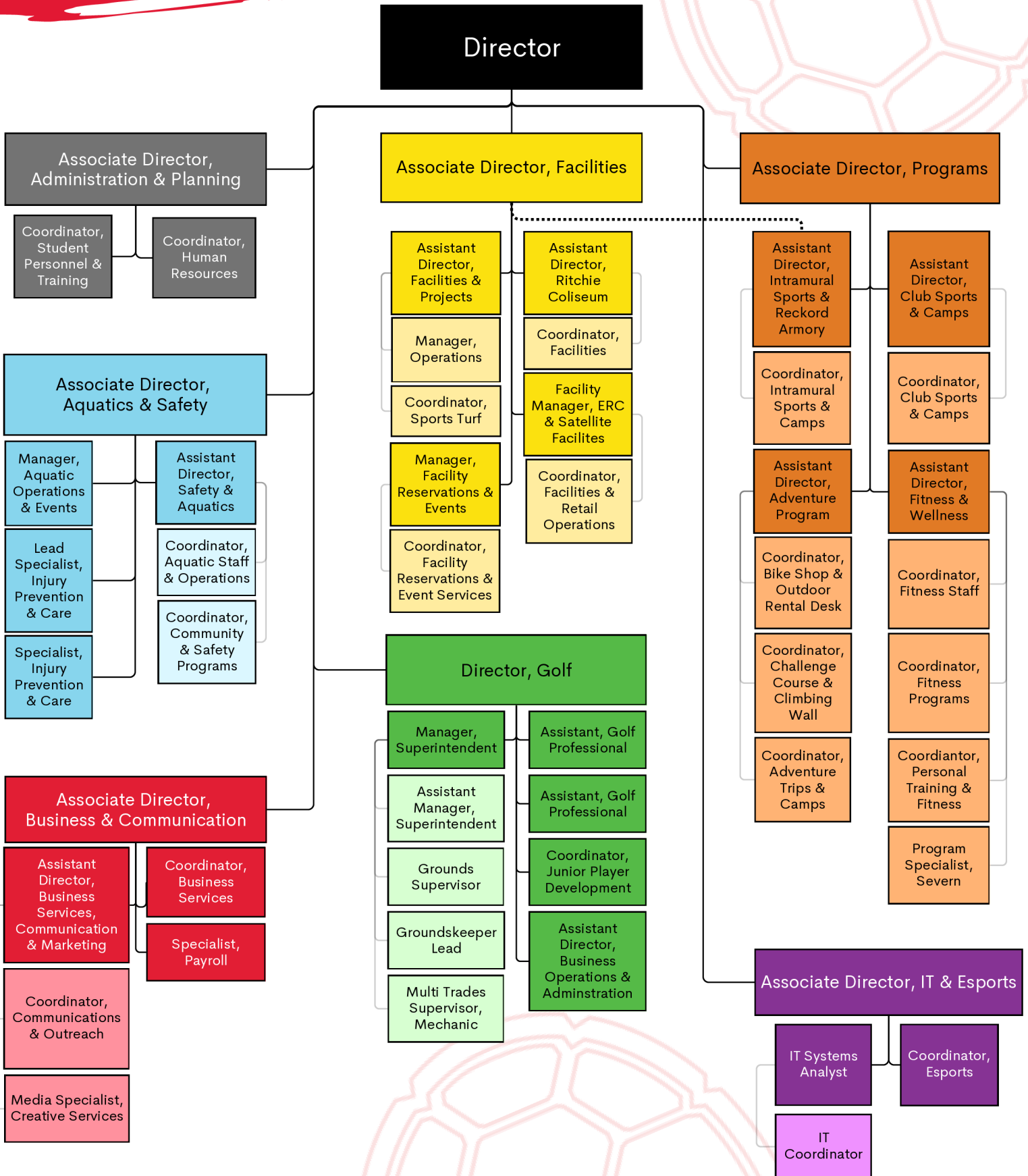
- Body Composition Testing
- Learn to Swim
- Instructional Classes & Certifications
- TerpQuest Summer Day Camp
- and many more



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DEPARTMENT OVERVIEW - ORG CHART



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POSITION OVERVIEW

Associate Director, Business & Communications Overview

The Associate Director for Business & Communication at the University Recreation & Wellness (RecWell) will provide leadership and support for all internal business operations, including an excess of \$23M budget, internal and external budgetary functions, and the fiscal management requirements of the department. The position will directly oversee the payroll, accounting, membership, marketing and communications units. The Associate Director supports the Director on any assigned department initiatives and works collaboratively with the department staff to ensure brand integrity and awareness. This position will will on the department senior leadership team and provide support to implement the department's vision, mission, values, and annual goals.

Direct Supervisory Responsibilities

- Assistant Director- Business Services, Communication, and Marketing
- Coordinator, Business Services
- Payroll Specialist

Indirect Supervisory Responsibilities

- Coordinator, Communications & Outreach
- Media Specialist, Creative Services



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RESPONSIBILITIES & QUALIFICATIONS

Responsibilities

Business & Financial Management and Oversight (35%)

- Supervise all Department fiscal activities, to include accounting, budgeting, payroll, procurement, and accounts payable/receivable.
- Work with the Director to develop multi-year budgets, to include revenue and expense projections.

Program and Functional Area Oversight (30%)

- Provide direction and support for evaluation and assessments of impact and value, utilizing data-driven decision making for member services, communications and marketing, and payroll/ personnel services.
- Oversee the development of communication strategies and campaigns.

Full Time Supervision (25%)

- Provide supervision, direction, coaching, and support for three direct reports.
- Motivate staff to successfully reach target goals, recognize trends and correct operational deficiencies.

Related Duties (10%)

- Support university, divisional, and departmental special events.
- Support university and divisional strategic plan, including implementation of long-term and short-term goals and initiatives.

Qualifications

Minimum Requirements

- Bachelor's degree.
- Eight (8) years of professional budget, finance, accounting, human resources, or operation management experience.
- Three (3) years of experience supervising or managing professional staff.
- Knowledge of human resources policies and procedures, and federal, state, and other applicable human resources related laws, rules, regulations, and ordinances.
- Knowledge of accounting systems, financial reporting, and budget preparation and analysis.
- Skill in oral and written communication.
- Skill in the use of Microsoft Office products.
- Ability to multi-task and prioritize assignments.
- Ability to acquire, apply and expand knowledge of the University's policies and operating details for sponsored programs.

Preferred

- Three (3) years of communications, marketing, or public relations experience.
- Ability to interpret and apply policies, procedures, regulations, and laws.
- Ability to multitask while demonstrating a commitment to customer service and sensitivity to a culturally and ethnically diverse community.
- Master's Degree.
- Experience working in a university or college setting.
- Experience using a wide range of software systems such as: WorkDay, Fusion member. management system, Drupal web platform, Canva, and Marketing Cloud.
- Knowledge of business, budgeting, UBIT, and Workers Comp practices at the University of Maryland.

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APPLICATION PROCEDURE

Application Procedure

Applications will be accepted online on the University of Maryland Careers website (<https://umd.wd1.myworkdayjobs.com/UMCP>). To assure the fullest consideration, candidates are encouraged to have complete applications submitted by February 17, 2025.

Application materials include a cover letter; resume; and the names, telephone numbers, and e-mail addresses of at least three professional references.

An offer of employment is contingent on a satisfactory pre-employment background check.

The University of Maryland, College Park, an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, national origin, physical or mental disability, protected veteran status, age, gender identity or expression, sexual orientation, creed, marital status, political affiliation, personal appearance, or on the basis of rights secured by the First Amendment, in all aspects of employment, educational programs and activities, and admissions.

