



Staff Vacancy

UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

POSITION: Facilities Coordinator

EEO# SA 8-16

RESPONSIBILITIES:

Reporting to the Assistant Director of Recreational Sports within the Student Affairs Division, the Facilities Coordinator is responsible for providing quality recreational sports facilities and services for University students, faculty and staff members. The job duties include the following:

- Plan and implement the daily management of the 100,000+ sq ft of Recreational sports facilities located in and around Bourgeois Hall. Assist with the management of outdoor recreational sports complex and fields.
- Assist in recruiting, hiring, training, developing, scheduling, supervising, and evaluating building supervisors, facility assistants, climbing wall and student maintenance staff.
- Manage revenue generating facility rental program. Coordinate internal and external one-time and recurring usage.
- Facilitate logistics, contracts, insurance, payment, etc.
- Utilize new software system (Fusion/ Innosoft) to create reservations and manage locker services.
- Provide departmental leadership for risk management and emergency action plan.
- Coordinate custodial, maintenance, and capital projects. Coordinate facility and equipment repair and replacement.
- Oversee inventory, maintain equipment and coordinate new purchases.
- Initiate necessary work orders and work requests for facility maintenance and improvements.

QUALIFICATIONS:

- Master's degree in Kinesiology, Exercise Science, Physical Education, Recreation or related field from an accredited institution.
- Documented certification(s), AED/CPR and First Aid.
- 2 Year Graduate Assistantship experience in Recreational Sports demonstrating progressive leadership.
- Self-motivated, service oriented and able to work successfully in a college environment.
- Ability to work both independently with minimal supervision and as a team player.
- Experience in Climbing Wall operations.
- Excellent organizational and time management skills.
- Demonstrated leadership and supervisory abilities in Collegiate Recreation environment.
- Administrative skills including strong interpersonal, verbal and written communication skills.
- Ability to handle multiple tasks with frequent interruptions.
- Analytical skills to identify problems, assess alternatives, render consistent and logical decisions.
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.
- Applicant will be required to routinely lift 50 lbs

UNIVERSITY AND COMMUNITY:

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

The core values of the University include: equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: July 10, 2017

APPLICATIONS:

Letter of application, resume, email address and three letters of recommendation must be received by June 23, 2017 for initial consideration and should be directed to:

By mail: Search Committee **email:** dave@louisiana.edu
Recreational Sports
225 Cajundome Boulevard
Lafayette, La 70506

Search Committee Chairperson: Dave Suter, Director of Recreational Sports

Phone: (337) 482-6157

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>