Assistant Director, Spring Lake

Job Code 50010095

General Description
Responsible for enhancing the university’s educational, research, service and leisure activities, promoting the protection of the San Marcos Springs and other ecosystems, and fostering an appreciation and stewardship of its natural and cultural resources.

Examples of Duties
Oversee park operations.
Monitor staff hiring, training, performance and scheduling.
Create and advise others on educational exhibit designs and tours.
Oversee the design, editing and maintenance of the departmental website.
Assist staff with computer issues.
Advice and develop strategic and financial goals for the park.
Generate work requests for facilities, telecommunications, computing services or property management issues.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Adobe Photoshop, Illustrator, Contribute, Excel, Word, FileMaker Pro, Scanner, Citrix, and SAP; park policies and procedures; University policies and procedures;

Skill in: training employees; interacting with the public; explaining policies and procedures to staff; working under pressure.

Ability to: perform intermediate math; prepare logs, forecasts and spreadsheets; explain work problems; prepare clear and correct budgetary spread sheets.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements