



**University of Houston-Downtown  
Job Description**

Job Title: Assistant Director, Sports and Fitness  
FLSA Category: Exempt  
Grade: 23  
Job Code: 2450

**DUTIES**

Job Summary: Supports and coordinates the structure, direction and overall administration of the sports and fitness operation

Duties and Responsibilities:

- Develops, administers and markets various fitness classes
- Provides necessary training for student staff
- Responsible for marketing efforts for entire facility
- Develops, administers and market personal training program
- Assists in the preparation, presentation and maintenance of budgetary needs and unit planning
- Assists in the design and implementation of policies, practices, and procedures for the student life center and the sports and fitness program

Marginal Functions: All other duties as assigned

**REQUIREMENTS**

Education: Baccalaureate Degree

Experience: Minimum of 2 years

Licenses/Certification: None required

**PHYSICAL DEMANDS**

**Environmental Conditions**

Working conditions

Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort

Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk

Work environment involves minimal exposure to physical risks.