

## Jeremy M. Battjes

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### EDUCATION

Doctor of Education in Higher Education  
University of Arkansas, Fayetteville, AR  
Anticipated Graduation May 2016

Master of Education in Recreation Management  
University of Arkansas, Fayetteville, AR  
Graduated May 2005 G.P.A. 4.0

Bachelor of Science in Education  
Central Michigan University, Mt. Pleasant, MI  
Graduated May 2003 G.P.A. 3.5  
Major: Social Studies Minor: Mathematics

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### WORK EXPERIENCE

#### Director, University of Arkansas

University Recreation October 2009 – Present

- Direct the administration and supervision of the Department of Intramural/Recreational Sports, including programs, facilities, operations, personnel, budgets.
- Coordinate and supervise eleven full-time staff members, 7 graduate assistants, and 300 student employees, initiate and coordinate the recruitment, selection, training, and evaluation of staff, and establish a communication network within the department that allows for the flow of essential information for all staff members to perform their responsibilities.
- Establish and maintain communication lines and collaborative relationships with academic and non-academic units to create and maintain efficient service for the department and its customers.
- Provide leadership for construction, renovation/expansion, and general improvement of comprehensive recreational sport facilities.
- Provide direction for assessment practices, annual reports, and other feedback mechanisms.
- Compare trends in campus recreation to determine potential impact or application to the department.
- Oversee the functions of the Intramural/Recreational Sports Advisory Committee.
- Serve as a liaison to Financial Affairs, Human Resources, Police Department, and Facilities Management.

#### Senior Associate Director, Facility Management, University of Arkansas

Intramural/Recreational Sports July 2006 – August 2009

- HPER Building Management: Coordinate daily operations of the Health, Physical Education, and Recreation (HPER) Building, schedule classroom and recreational areas of the HPER Building, maintain computerized facility scheduling and record system for all uses of HPER, establish and implement building policies and operating procedures, liaison to Department of Public Safety, liaison to Facilities Management's Environmental Health and Safety office, collect and maintain participation records for all activity areas, coordinate and administer

tours of HPER, plan, implement, and administer comprehensive risk management plan, prepare and update student employee handbooks and manuals, prepare and monitor the Facility Management operational budget, manage a comprehensive equipment inventory system, monitor and supervise the HPER membership and locker rental programs, plan, coordinate, and administer special events within HPER, assist with the coordination of all facility maintenance projects, assist with the planning and coordination of renovation and construction projects within HPER, oversee the operation of the Natatorium and related mechanical systems.

- HPER Building Student Employees: Hire, train, schedule, and evaluate student employees involved in building operations, aquatics, and special events involved with the Facility Management program, maintain comprehensive payroll program for student employees, plan and implement student employee incentive programs, implement annual comprehensive all employee training programs.
- HPER Building Special Events: Plan, schedule, and administer special events hosted in the HPER Building, prepare written agreements and estimates, oversee the preparation of billing invoices, prepare and display necessary signage, prepare an evaluation and summary of all rental events.

### **Facility Coordinator, University of Arkansas**

Intramural/Recreational Sports                      January 2005 – June 2006

- Responsible for the administration, operations, and maintenance of the 225,000 square foot University of Arkansas Health, Physical Education, and Recreation (HPER) Facility.
- Oversaw the aquatic program including maintenance of the natatorium, including a full size, 750,000 gallon Olympic pool.
- Managed 3 full-time staff members.
- Hired, trained, evaluated, and managed a diverse student staff of 80+, including Facility Assistants, Service Center Representatives, Lifeguards, and Student Building Supervisors.
- Assisted in the planning, staffing, and administration of all special events which require rental or reservation of the HPER Facility.
- Monitored and maintained all operational and programming capabilities of the HPER Facility.
- Developed and utilized advertising and marketing strategies for all Intramural/Recreational Sports Programs and HPER Building memberships.
- Generated reports relating to facility usage, participation, budgets, and personnel.
- Ensured that all security and risk management policies and procedures are followed.
- Purchased facility equipment ie: fitness, sports, academic, technological, and recreational.
- Wrote comprehensive bid requests for locker renovations, computer software program, audio/video equipment, and pool maintenance items.
- Managed and implemented a computerized payroll system for 300+ student employees.
- Developed incentive program that recognizes student employees for hard work and dedication.
- Developed a student ambassador council.
- Spoke to several student organizations on campus.
- Assisted with the National Youth Sports Program.

### **Graduate Assistant, University of Arkansas**

Intramural/Recreational Sports                      July 2003 – January 2005

- Scheduled regular season and tournament play for over 30 sports and activities per year, utilizing Intramural Participation System, Tournament Builder, and Recreational Solutions.

- Hired, trained, and managed approximately 80 officials, scorekeepers, and sport monitors in Flag Football, Soccer, Basketball, Softball, and Volleyball.
- Hired, trained, and evaluated 6+ Intramural Supervisors.
- Resolved protests and handled disciplinary actions of ejected participants.
- Developed a marketing campaign for Intramural Sports including flyers, multimedia, and on campus presentations.
- Monitored and maintained the Intramural Sports budget and equipment inventory.
- Implemented and documented risk management procedures for all player/participant injuries.
- Managed newly renovated Intramural Sports Complex including 5 lit multi-use fields and concession stand.
- Served as a liaison between club sport officers and the Associate Director of Intramurals and Sport Clubs.
- Collaborated with Intramural Sports chairpersons from residence halls, fraternities, sororities, and campus groups to ensure quality experiences.
- Completed payroll for all student staff.
- Assisted with all HPER special events.
- Edited, revised, and rewrote officials, supervisors, and sport manuals.

### **Building Supervisor, University of Arkansas**

Intramural/Recreational Sports                      June 2004 – December 2004

- Oversaw all weekend operational functions, including building security, staff management, and activity supervision.
- Directly supervised a diverse staff of facility assistants, lifeguards, service center, fitness center, and office assistants.
- Checked and documented pool chemistry and water levels.
- Maintained open and closing cash reports.
- Responsible for room and equipment set up and breakdowns.
- Relayed maintenance issues to the Associate Director and Director.

### **Student Manager, Central Michigan University**

University Recreation                                      February 2001 – May 2003

- Oversaw all evening/weekend operational functions for the Student Activity Center and Rose Complex.
- Enforced all Student Activity Center rules, regulations, policies, and procedures.
- Completed employee performance reports of student employees.
- Responsible for cash reports and maintained cash procedures.
- Maintained complex security; including opening and closing procedures.
- Provided excellent customer service when dealing with difficult situations.
- Participated in the interview process of hiring new Student Managers.
- Directly supervised student employees in various activity areas in the building.
- Set-up/take down of activity areas for open recreation and physical education classes.
- Guided building tours for prospective members.
- Recorded facility and maintenance checks, including hourly participant counts.

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### **CERTIFICATIONS/MEMBERSHIPS**

- *Member:*                      National Intramural Recreational Sports Association (NIRSA)  
University of Arkansas Staff Senate, 2008 - 2013

- *Certifications:* CPR, First Aid, and AED, American Red Cross, Certified Pool Operator, Water Safety Instructor
- *Instructor:* Standard First Aid, CPR, and AED, American Red Cross, Water Safety, Swimming Lessons

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## PROFESSIONAL DEVELOPMENT

- *Conferences:*
  - 2012 National Intramural Recreational Sports Association, Region IV Conference; San Antonio, TX.
  - 2012 Southeastern Conference Campus Recreation Directors Summit; Raleigh, NC.
  - 2012 National Intramural Recreational Sports Association (NIRSA); Tampa, FL.
  - 2011 Southeastern Conference Campus Recreation Directors Summit; Lexington, KY.
  - 2011 NIRSA; New Orleans, LA.
  - 2010 Athletic Business Conference and Exposition; San Diego, CA.
  - 2010 Southeastern Conference Campus Recreation Directors Summit; Knoxville, TN.
  - 2010 NIRSA; Charlotte, NC.
  - 2009 Athletic Business Conference and Exposition; Orlando, FL.
  - 2009 Southeastern Conference Campus Recreation Directors Summit, Orlando, FL.
  - 2009 NIRSA National Conference; Charlotte, NC.
  - 2008 Athletic Business Conference and Exposition; San Antonio, TX.
  - 2008 NIRSA National Conference; Austin, TX.
  - 2008 Arkansas Parks and Recreation State Conference; Eureka Springs, AR.
  - 2007 Athletic Business Conference and Exposition; Orlando, FL.
  - 2007 NIRSA, Region IV Conference; Baton Rouge, LA.
  - 2007 NIRSA Arkansas State Workshop; Conway, AR.
  - 2007 NIRSA National Conference; Minnesota, MN.
  - 2006 AB Conference and Exposition; Las Vegas, NV.
  - 2006 NIRSA National Conference; Louisville, KY.
  - 2005 NIRSA National Conference; Orlando, FL.
  - 2005 NIRSA Arkansas State Workshop; Fayetteville, AR.
  - 2005 NIRSA Region IV Student Lead-On; San Marcos, TX.
  - 2004 Big 12 and Friends and NIRSA Region IV Conference; Stillwater, OK.
  - 2004 NIRSA National Conference; Albuquerque, NM.

- 2004 NIRSA Arkansas State Workshop; Russellville, AR.
- 2003 NIRSA National Conference; Cleveland, OH.
- 2003 NIRSA Region III Student Lead-On; Muncie, IN.
- 2002 NIRSA Region III Student Lead-On; Rochester, MI.
- *Extramural Events:*
  - 2007 Arkansas State Basketball Championships; Operations Coordinator
  - 2006 Arkansas State Basketball Championships; Co-Director
  - 2005 Arkansas State Flag Football Championships; Operations Committee
  - 2005 Arkansas State Basketball Championships; Tournament Director
  - 2004 Arkansas State Flag Football Championships; Officials Committee
  - 2004 Arkansas State Basketball Championships; Officials Committee
  - 2003 Arkansas State Flag Football Championships; Officials Committee
- *Leadership Experiences*
  - Recreation Advisory Board II – 2013, Developing a Sustainable Dialogue
  - Presenter – 2013, National Intramural Recreational Sports Association: Leaders in Collegiate Recreation, “Protecting Minors in Collegiate Recreation Programs and Facilities”.
  - Presenter – 2010, National Intramural Recreational Sports National Recreation Facilities Institute; “Sustainable Practices in Campus Recreation”.
  - University of Arkansas Staff Senate, Vice Chair, 2010 - 2011
  - Presenter – 2007, Arkansas State Parks and Recreation State Conference; “Empowering Students through Staff Training”.
  - April 2006 – Present, NIRSA Arkansas State Director.
  - Presenter – 2005, Little Rock Parks and Recreation; “A New City in a Park”.
  - Presenter - 2005 Arkansas State Workshop; “Unique Sporting Trends in Intramural Programming”.
  - Presenter - 2005 NIRSA Region IV Student Lead-On; “Real World: The Graduate Assistant’s Perspective”.
  - April 2004 – April 2005, NIRSA Arkansas State Student Representative.

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## ACTIVITIES

- University Committees
  - University of Arkansas Staff Senate Special Events Committee, Chair, 2009-2010

- University of Arkansas Fringe Benefits Committee, Chair, 2009 - Present
- University of Arkansas Staff Senate Legislative Committee, Chair, 2009-2010
- University of Arkansas Sustainability Committee, 2010 - Present
- University of Arkansas Infrastructure Steering Committee, 2009 – Present
- University of Arkansas Traffic Appeals, 2006-2009
- University Recreation Advisory Committee, 2010 - Present
- College of Education and Health Professions Committees
  - College of Education and Health Professions Re-organization Committee, 2010
  - College of Education and Health Professions Commencement Committee, 2008 – Present
  - College of Education and Health Professions Executive Committee, 2009 - Present
- National Committees
  - National Intramural Recreational Sports Association Facilities Committee Member, 2010 - 2012
  - National Intramural Recreational Sports Association Region IV Award of Merit Committee Member, 2010
  - National Intramural Recreational Sports Association Exposition Committee Member, 2006 – 2008.
  - National Intramural Recreational Sports Association Foundation Volunteer, 2004 - present
- Other Committee Work
  - Northwest Arkansas Dance Coalition, President, Board of Directors, 2010 - 2012
  - Hometown Health Improvement Program, Fayetteville, Arkansas, 2008 - Present
  - Liaison for Student Ambassador Council at University of Arkansas, 2005 - 2008
  - Student Activity Center (SAC) Ambassador Council (Vice-Chair and member) at Central Michigan University 2002 - 2003

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## HONORS AND AWARDS

- 2008 NIRSA Tony J. Chivetta Scholarship Recipient
- 2005 NIRSA William Wasson Award Recipient
- 2005 NIRSA Foundation Scholarship Recipient
- Outstanding Softball, Flag Football, Soccer Official, CMU, Fall 2000
- Outstanding Floor Hockey Official, CMU, Spring 2000

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**REFERENCES**

Craig Edmonston, CRSS  
Assistant Dean for Administration  
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