Auburn University Job Description

Job Title: Coord, Mkt & Membership

Job Code: AE49

FLSA status: Exempt

Level I Grade 30 $28,000 - $46,700
Level II Grade 31 $31,300 - $52,100
Level III Grade 32 $35,000 - $58,400

Job Summary
Coordinates one of several programs for Campus Recreation as well as assists with other Campus Recreation programs.

Essential Functions
1. Coordinates and oversees one of the day-to-day operational units such as Customer Service, Membership Services or Marketing.
2. Coordinates with marketing operations to include the development, design, distribution and evaluation of all promotional materials.
3. Ensures members are familiar with policies and procedures, registering members, administering membership fees, answering membership inquires, and locker rentals and sales.
4. Responsible for the supervision of the operational unit, outside of normal business hours, to include weekends and holidays, as well as having oversight of all financial transactions for programs and facilities.
5. Recruits, hires, trains, and develops the student staff for assigned areas.
6. Assists in the set-up and supervision of intramural sports activities to include (but not limited to) field preparation, intramural team sign-up, and field house operations.
7. Represents Campus Recreation during orientation sessions and other possible informational sessions by speaking on behalf of and giving presentations for Campus Recreation.
8. Provides training for all student staff and professional staff and identifies development opportunities for Campus Recreation student leaders.
9. Assists in the management of other Campus Recreational Services areas including but not limited to, intramurals, club sports, fitness, and risk management.
10. Provides tours and presentations about the Recreation and Wellness Center and informs others about Campus Recreation programs and services.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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## Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.</td>
<td>Knows fundamental concepts, practices and procedures of particular field of specialization.</td>
<td>Bachelor's degree in discipline appropriate to position with no experience.</td>
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<tr>
<td>II</td>
<td>Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.</td>
<td>Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.</td>
<td>Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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<tr>
<td>III</td>
<td>Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.</td>
<td>Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.</td>
<td>Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
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Minimum Required Education and Experience

Level I  Bachelor's degree in discipline appropriate to position with no experience.

Level II  Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Level III  Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education
Degree in Recreation, Recreation Administration, Physical Education, or related field

Focus of Experience
Experience in recreational programs or membership operations

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
See Job Family Levels

Certification or Licensure Requirements:
None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/7/2012