
Auburn University Job Description

Job Title: **Exec Dir, Campus Recreation**

Job Family: No Family

Job Code: **AE05**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

Job Summary

Directs, manages, leads, and supervises the comprehensive campus recreation and wellness programs of Auburn University.

Essential Functions

1. Directs and leads the planning, development, execution, and administration of all campus recreation and fitness programs and services.
2. Plans, develops, manages, and administers departmental budget.
3. Develops, implements, and monitors short- and long-term planning for Campus Recreation.
4. Serves as representative of Campus Recreation in dealings with University administrators, departments, and other entities; serves on various committees and attends meetings and conferences on behalf of Campus Recreation.
5. Directs the department's risk management program to include program implementation and policy/procedure development.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Health, Physical Education, Recreation, Sports Administration, or related field
Experience (yrs.)	6	Experience in supervising health/fitness programs

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

Knowledge of recreation and sport management/administration to include risk management, safety and liability guidelines and sound budgeting guidelines.

Certification or Licensure Requirements

CPR (cardiopulmonary resuscitation) and AED (automated external defibrillator)

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

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

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

Date: 5/19/2014
