
Auburn University Job Description

Job Title:	Asst Dir, Campus Rec Membership	Job Family:	No Family
Job Code:	AE50	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Assists in directing the membership operations function of Campus Recreation as well as overseeing the administrative offices and customer service function.

Essential Functions

1. Manages and oversees the Campus Recreation membership services, to include developing policies and procedures, membership structure & fees; administering membership fees; answering membership inquires; providing tours and presentations about the facilities and programs; providing oversight of the customer service function.
2. Oversees the development, implementation, and monitoring of short and long-range plans for membership services, consistent with the mission of the university and goals of the Division of Student Affairs.
3. Develops, conducts, and evaluates surveys and other research methodologies to ensure membership needs and concerns are met (e.g. new equipment purchases and program improvements).
4. Ensures that policies and procedures for Membership Services are followed.
5. Writes, edits, and directs the generation of a member newsletter.
6. Responsible for scheduling, designing, and implementing the staff awards banquets which includes obtaining awards and gifts, location of event, and locating outside presenters.
7. Works with other units on campus to provide development opportunities for Campus Recreation full time and part time staff and students.
8. Performs varied public relations and marketing functions to promote departmental programs and facilities.
9. Participates in the development and administration of the departmental budget, particularly as it relates to membership budget analysis and projections.
10. Prepares a variety of reports relating to membership activities and operations.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Four-year college degree	Degree in Recreation, Recreational Administration, Physical Education, or related field
Experience (yrs.)	5	Experience in recreation administration and organization 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

Knowledge of membership administration, reservation procedures, and facility operations

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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: 3/13/2012
