AUBURN
Human Resources

Exec Dir, Campus Recreation & Wellness

Job Description

JOB INFORMATION

Job Code	AE05
Job Description Title	Exec Dir, Campus Recreation & Wellness
Pay Grade	SR15
Range Minimum	$98,220
33rd %	$127,690
Range Midpoint	$142,420
67th %	$157,150
Range Maximum	$186,620
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Campus Recreation

JOB SUMMARY

The Executive Director of Campus Recreation and Wellness provides vision, leadership, and oversight for the University's comprehensive recreation and health promotion programs and facilities. Oversees departmental strategic planning, budget management, and policy development for Campus Recreation and Wellness (CRW) programs, services, and operations. Leads CRW in fostering an integrated and holistic wellness model in partnership with other campus units to include Auburn University Medical Clinic, Student Counseling & Psychological Services, Harrison College of Pharmacy, Health Behavioral Assessment Center, and Athletics.

RESPONSIBILITIES

- Leads extensive strategic planning, goal setting, and assessment initiatives; implements best practices related to wellness and campus recreation, develops long-term financial forecasts, ensures effective marketing, and directs emergency preparedness and crisis response efforts.
- Provides direction and oversight of the Campus Recreation budgets (approximately $20,000,000) and the Health Promotion Services budgets (approximately $600,000), ensuring sound fiscal operations. Monitors budget Issues, including reserve balances, bonds, and monthly budget operating statements, and makes appropriate adjustments as necessary. Recommends appropriate student fees to the Associate Vice President of Student Affairs. Ensures departmental compliance with existing university and state fiscal and personnel policies and procedures.
- Provides positive leadership to CRW staff and facilitates a healthy work environment for optimal performance. Directly supervises Director, Facilities and Operations; Director, Health Promotion and Wellness Services; Director, Programs; Business Manager; and Assistant Director, Marketing. Evaluates and assesses staffing needs and recommends appropriate appointments for the department to ensure organizational effectiveness. Establishes priorities for recruitment selection and training for staff. Encourages and supports opportunities for staff development at all levels of the department.
- Provides leadership and direction to program development of intramural sports, sport clubs, fitness programs, open recreation access, and special events.
- Implements and evaluates evidence-based and needs-based health education programs that are research driven best practices related to the dimensions of wellness. Efforts focus on primary prevention, harm, and risk reduction for the campus community.
- Supports the creation of renovation, refreshment, and capital project plans with the director of facilities and operations.

RESPONSIBILITIES

- Provides leadership for university/division committees and initiatives, and represents the University at appropriate state, regional, and national professional organizations. Maintains relationships with internal and external constituencies, campus and divisional partners. Other areas of responsibilities include investigating and responding to concerns or matters of students, parents, and university administration.
- Develops and implements a communication strategy that conveys wellness messaging to campus and shares mandated reports with the Auburn community.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Higher Education, Student Affairs, Health Promotion, Health Education, Physical Education, Recreation, Sports Administration or Management, Business, or related field.	and	8 years of	Experience in progressively responsible professional leadership experience within health and wellness and/or campus recreation to include business operations, budget management and planning, and policy development/management. Must have at least 4 years of experience supervising full time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recreation and sport management/administration to include risk management, safety and liability guidelines and sound budgeting guidelines.	
Knowledge of university-level organizational structures and communication channels.	
Knowledge of student development and learning theory in the advancement of policies and procedures supporting student success.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.