AUBURN
Human Resources

Admstr, Recreation Technology & Systems

Job Description

JOB INFORMATION

Job Code	AE18
Job Description Title	Admstr, Recreation Technology & Systems
Pay Grade	AS11
Range Minimum	$49,200
33rd %	$60,680
Range Midpoint	$66,420
67th %	$72,160
Range Maximum	$83,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	12/15/2025 11:47:33 AM

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

Provides planning, implementation, and management of technology systems with Recreation and Wellness. This position supports both software and hardware operations across facilities, programs, and services, ensuring seamless integration, functionality, and innovation in support of departmental goals.

RESPONSIBILITIES

- Develops, maintains, and troubleshoots complex facility operations systems, including facility hardware, operating systems, A/V setups, fitness equipment technologies, and departmental software platforms. Oversees integrations with platforms such as Innosoft Fusion and other recreation management systems.
- Provides individual and group instruction on the use of departmental technologies and systems. Creates and maintains standard operating procedures and training materials for staff.
- Researches, evaluates, and recommends new technologies to enhance departmental operations. Coordinates with vendors and internal partners for procurement, implementation, and lifecycle management of technology assets.
- Manages A/V needs for events and facilities, including setup and troubleshooting. Monitors and maintains inventory of computers, mobile devices, time clocks, turnstiles, scoreboards, and other technology assets.
- Participates in budget planning and monitors technology-related expenditures. Collaborates with internal teams and external consultants to align technology initiatives with departmental strategy.

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

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	
Bachelor's Degree	with no specific discipline.	and	5 years of	experience in relevant technologies.	Or
Master's Degree	with no specific discipline.	and	3 years of	experience in relevant technologies.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong customer service skills, proficiency in hardware/software troubleshooting, ability to manage multiple projects and vendors, familiarity with A/V systems, fitness technology, and enterprise platforms.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			