AUBURN
Human Resources

Dir, Health Recreation & Wellness

Job Description

JOB INFORMATION

Job Code	AE34
Job Description Title	Dir, Health Recreation & Wellness
Pay Grade	SR12
Range Minimum	$66,890
33rd %	$84,730
Range Midpoint	$93,640
67th %	$102,560
Range Maximum	$120,400
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	7/7/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Student Services

JOB SUMMARY

The Director of Health Recreation & Wellness is responsible for overseeing the design, delivery, and evaluation of health education programming at Auburn University. This position will be pivotal in the planning, development, and implementation of comprehensive recreational and wellness programs that cater to the diverse needs of Auburn University students, employees, and their family members.

RESPONSIBILITIES

- Directs, leads, and supervises multiple recreation, fitness, and wellness programs and services while ensuring compliance with safety, risk management, and liability policies and procedures. This currently includes the following unit areas: Outdoor Recreation, Competitive Sports, Group Fitness, Personal Training, Nutrition Services, Health Promotion, Peer Education, Substance Use Prevention, Athletic Training and Employee Wellness.
- Works in conjunction with other departments across campus including but not limited to, the AU Medical Clinic, Student Counseling and Psychological Services, Student Involvement, Sustainability, the School of Kinesiology, Human Resources, and Athletics to offer a comprehensive and integrated approach to health and wellness for all members of the Auburn University community.
- Responsible for managing the current budget while actively seeking additional funding opportunities to support and advance health initiatives in critical areas.
- Defines and drives the strategic direction of the assigned areas. Establishes both long-term and short-term goals, ensuring that they are aligned with the organization's strategic vision. Develops a clear roadmap for success guiding decision-making and resource allocation within the assigned areas.
- Responsible for advancing the understanding of student health and wellness. Manage research projects and utilize data to gain insights into student health issues. Provide data reports contributing programmatic offering and shaping strategies that support the well-being of students within the organization.
- Engages with a diverse student workforce in fostering a health promoting, welcoming, and a supportive environment that prompting connection to campus life, academic and career success, and 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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Student Affairs, Health Promotion, Recreation, Higher Ed-Admin, or related field.	and	8 years of	Experience working in a college/university in either recreation, health, health promotion, wellness, or athletic units is preferred. Experience in leading these units or subunits in the area are preferred. Experience should be progressive in nature, demonstrating a condidates increasing level of resposibility, accountability, and dependability. Additionally, knowledge of university budget planning and personnel management are required.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of counseling practices and qualitative and quantitative assessment procedures.	

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:
No special vision requirements.