AUBURN
Human Resources

Asst Dir, Campus Recreation Membership

Job Description

JOB INFORMATION

Job Code	AE50
Job Description Title	Asst Dir, Campus Recreation Membership
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
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	3/13/2012

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Campus Recreation

JOB SUMMARY

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

RESPONSIBILITIES

- 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.
- 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.
- 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).
- Ensures that policies and procedures for Membership Services are followed.
- Writes, edits, and directs the generation of a member newsletter.
- Responsible for scheduling, designing, and implementing the staff awards banquets which includes obtaining awards and gifts, location of event, and locating outside presenters.
- Works with other units on campus to provide development opportunities for Campus Recreation full time and part time staff and students.
- Performs varied public relations and marketing functions to promote departmental programs and facilities.
- Participates in the development and administration of the departmental budget, particularly as it relates to membership budget analysis and projections.
- Prepares a variety of reports relating to membership activities and operations.

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	
Bachelor's Degree	Degree in Recreation, Recreational Administration, Physical Education, or related field	and	5 years of	Experience in recreation administration and organization or membership operations	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of membership administration, reservation procedures, and facility operations	

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.