AUBURN
Human Resources

Asst Dir, Campus Recreation

Job Description

JOB INFORMATION

Job Code	AE52
Job Description Title	Asst Dir, Campus Recreation
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	12/18/2025

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Campus Recreation

JOB SUMMARY

Assists in directing the daily operations of a campus recreation program within the Department of Campus Recreation.

RESPONSIBILITIES

- Manages and oversees a campus recreation program, to include developing policies and procedures; answering inquires; providing tours and presentations about the facilities and programs; providing oversight of the assigned area.
- Oversees the scheduling of recreational activities, classes and special events.
- Oversees the development, implementation, and monitoring of short and long-range plans for a program or operational unit, consistent with the mission of the university and goals of the Division of Student Affairs.
- Develops risk management and emergency action plans and policies for a program or operational unit.
- Ensures that policies and procedures for assigned programs are followed.
- Provides training for all student staff and professional staff.
- Works with other units on campus to provide development opportunities for Campus Recreation full time and part time staff and students.
- Participates in the development and administration of the departmental budget.
- Identifies development opportunities for Campus Recreation student leaders.

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	with no specific discipline.	and	5 years of	experience in programming, recreation, health & safety, or risk management.	Or
Master's Degree	with no specific discipline.	and	3 years of	experience in programming, recreation, health & safety, or risk management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recreation, sports management/administration and facility operations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.