AUBURN
Human Resources

Coord III, Campus Recreation

Job Description

JOB INFORMATION

Job Code	AE54C
Job Description Title	Coord III, Campus Recreation
Pay Grade	SR08
Range Minimum	$43,990
33rd %	$52,790
Range Midpoint	$57,190
67th %	$61,590
Range Maximum	$70,390
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	8/7/2018

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Campus Recreation

JOB SUMMARY

Oversees one of several programs or facility for Campus Recreation by providing educational and recreational opportunities to students, faculty, and staff.

RESPONSIBILITIES

- Oversees the day-to-day operations, policies, procedures, and supervision of a Campus Recreation program or facility.
- Assists with the planning and review of programs, strategies, events, and schedules for a Campus Recreation program or facility.
- Monitors the budget ensuring policies and procedures are followed regarding revenues, expenses, and reimbursements.
- Oversees facilities, equipment, and materials for recreational services and/or intramural sports.
- Coordinates personnel activities (for students) to include personnel action, staffing operations, pay scales and evaluations.
- Develops action plans and marketing strategies to increase active numbers, attract new members, and retain new club sports.
- Compiles statistical data and provides and maintains reports used in the assessment and revision of goals, policies, and procedures.
- 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.
- May provide administrative support for Campus Recreation which may include payroll verification, coordination of special equipment requests and record keeping.

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	4 years of	Experience in sports or recreational programming working in a collegiate/community recreational environment.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
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 LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Some positions may require content specific certification and/or licensing.	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	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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