
Auburn University Job Description

Job Title: **Exec Dir, Campus Rec& Wellness**

Job Family: No Family

Job Code: **AE05**

Grade SR15 \$89,400 - \$169,900

FLSA status: Exempt

Job Summary

The Executive Director of Campus Recreation and Wellness provides vision, leadership, and oversight for the University's comprehensive recreation and health promotion programs and facilities. Oversees departmental strategic planning, budget management, and policy development for Campus Recreation and Wellness (CRW) programs, services, and operations. Leads CRW in fostering an integrated and holistic wellness model in partnership with other campus units to include Auburn University Medical Clinic, Student Counseling & Psychological Services, Harrison College of Pharmacy, Health Behavioral Assessment Center, and Athletics.

Essential Functions

1. Leads extensive strategic planning, goal setting, and assessment initiatives; implements best practices related to wellness and campus recreation, develops long-term financial forecasts, ensures effective marketing, and directs emergency preparedness and crisis response efforts.
 2. Provides direction and oversight of the Campus Recreation budgets (approximately \$20,000,000) and the Health Promotion Services budgets (approximately \$600,000), ensuring sound fiscal operations. Monitors budget issues, including reserve balances, bonds, and monthly budget operating statements, and makes appropriate adjustments as necessary. Recommends appropriate student fees to the Associate Vice President of Student Affairs. Ensures departmental compliance with existing university and state fiscal and personnel policies and procedures.
 3. Provides positive leadership to CRW staff and facilitates a healthy work environment for optimal performance. Directly supervises Director, Facilities and Operations; Director, Health Promotion and Wellness Services; Director, Programs; Business Manager; and Assistant Director, Marketing. Evaluates and assesses staffing needs and recommends appropriate appointments for the department to ensure organizational effectiveness. Establishes priorities for recruitment selection and training for staff. Encourages and supports opportunities for staff development at all levels of the department.
 4. Provides leadership and direction to program development of intramural sports, sport clubs, fitness programs, open recreation access, and special events.
 5. Implements and evaluates evidence-based and needs-based health education programs that are research driven best practices related to the dimensions of wellness. Efforts focus on primary prevention, harm, and risk reduction for the campus community.
 6. Supports the creation of renovation, refreshment, and capital project plans with the director of facilities and operations.
 7. Provides leadership for university/division committees and initiatives, and represents the University at appropriate state, regional, and national professional organizations. Maintains relationships with internal and external constituencies, campus and divisional partners. Other areas of responsibilities include investigating and responding to concerns or matters of students, parents, and university administration.
 8. Develops and implements a communication strategy that conveys wellness messaging to campus and shares mandated reports with the Auburn community.
 9. Performs other duties as assigned.
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Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|-----------------|---|
| Education | Master's Degree | Degree in Higher Education, Student Affairs, Health Promotion, Health Education, Physical Education, Recreation, Sports Administration or Management, Business, or related field. |
| Experience (yrs.) | 8 | Experience in progressively responsible professional leadership experience within health and wellness and/or campus recreation to include business operations, budget management and planning, and policy development/management. Must have at least 4 years of experience supervising full time employees. |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of recreation and sport management/administration to include risk management, safety and liability guidelines and sound budgeting guidelines. Knowledge of university-level organizational structures and communication channels. Knowledge of student development and learning theory in the advancement of policies and procedures supporting student success.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 11/10/2022
