AUBURN
Human Resources

Dir, Graduate Admissions

Job Description

JOB INFORMATION

Job Code	AA08
Job Description Title	Dir, Graduate Admissions
Pay Grade	SR14
Range Minimum	$88,460
33rd %	$112,050
Range Midpoint	$123,840
67th %	$135,640
Range Maximum	$159,230
Exemption Status	Exempt
Organizational use restricted to the following divisions	105 Graduate Studies
Approved Date:	4/6/2021 3:31:34 PM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

Directs and oversees the development and maintenance of operations facilitating and supporting the Office of Graduate Admissions, as well as being responsible for ensuring admission requirements are met for all potential students for graduate programs as well as overseeing the graduate admissions staff.

RESPONSIBILITIES

- Oversees the admissions area, including admission decision processes, and all application and decision communications.
- Oversees graduate student admissions information system data and reporting; serves as the administrator for the Graduate School's online application system.
- Recommends and implements policies and procedures pertaining to the admission of AU graduate students.
- Recruits students and serves as a liaison, connecting potential students with departments and Graduate Program Officers across campus.
- Assists prospective graduate students (both international and domestic) with the admissions process, including the submission of application materials and other required documentation.
- Provides guidance to faculty, staff, and graduate students on proper admissions procedures, specific program requirements, and other inquiries.
- Acts as a representative of the Graduate School in dealings with faculty, administrators, and prospective students.

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	in Management, Psychology or related field	and	5 years of	experience in admissions policies and procedures, immigration regulations, and admissions applicant tracking system.	

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 academic/business 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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.