AUBURN
Human Resources

Dir, Engineering Recruitment & Scholarship

Job Description

JOB INFORMATION

Job Code	AA42
Job Description Title	Dir, Engineering Recruitment & Scholarship
Pay Grade	SR11
Range Minimum	$60,320
33rd %	$74,390
Range Midpoint	$81,430
67th %	$88,470
Range Maximum	$102,540
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Scholarships

JOB SUMMARY

Directs and oversees the Samuel Ginn College of Engineering's K-12 Outreach Programs, high school and transfer student recruitment, and scholarship awards functions.

RESPONSIBILITIES

- Directs the recruitment activities of the college through the establishment of recruitment targets and assessment of annual outcomes.
- Directs and oversees the process for awarding scholarships to current and prospective students.
- Acts as a liaison to all offices and departments within the College of Engineering regarding recruitment and scholarships; serves on university-level committees in this capacity.
- Directs on-campus outreach programs including summer engineering camps and other special events.
- Directs the K-12 Outreach Programs of the College of Engineering including the coordiantion of existing activities and the development of new programs.
- Leads and directs the development of communications strategies and materials related to recruitment, outreach, and scholarship activities.

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	in Engineering, Education, Business, or related field	and	8 years of	experience in student recruitment or academic advising in a higher education environment with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of student recruiting practices, scholarship policies and procedures, and budgeting principles.

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

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