AUBURN
Human Resources

Admstr, Student Recruiting

Job Description

JOB INFORMATION

Job Code	AA43
Job Description Title	Admstr, Student Recruiting
Pay Grade	SR09
Range Minimum	$49,490
33rd %	$59,390
Range Midpoint	$64,340
67th %	$69,290
Range Maximum	$79,190
Exemption Status	Exempt
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:	Admissions & Recruitment

JOB SUMMARY

Oversees all aspects of the development and implementation of the recruitment of students to the degree programs within the college to reach and sustain the admissions goals of the college.

RESPONSIBILITIES

- Manages and tracks all under graduate and graduate recruiting activities within the college, and works with Auburn University's recruiting staff to provide awareness and support materials for all programs within the college.
- Creates and implements a plan to reach targeted admissions goals; advises and updates Dean and college leadership about recruitment.
- Develops a communication plan in conjunction with college and school leadership, college communications, college student services and the university admissions group. Researches, develops and designs program, school and college recruiting materials, including video in conjunction with college communications and leadership.
- Responsible for benchmarking, developing and updating best practices for college recruitment at the undergraduate and graduate level. Develops and plans strategies and programs to increase targeted applicant pools and tracks the effectiveness of these programs at the undergraduate level and assists program chairs and associate dean for graduate studies in coordinating and planning recruiting at the graduate level.
- Responsible for developing, managing and overseeing the college recruitment budget.
- Responsible for administering all college-level and freshman scholarships.
- Serves as advisor and provides training for all college ambassadors. Oversees the ambassador program budget.
- Plans and visits campuses, high schools, student organizations, high school advisors, and on and off campus recruiting events. Coordinates and tracks all college, school and program tours, meets with prospective students and their families and manages daily information sessions.
- Serves as the initial point of contact for all undergraduate and graduate program. Maintains records and tracks the effectiveness of all recruiting at the undergraduate and graduate level. Ensures that all prospective graduate student information is passed on to the appropriate program chair and tracks subsequent contact and recruitment.
- Plans oversees, and tracks all college recruiting events within the United States, works with the associate deans and college leadership on all international recruiting efforts.

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	in Psychology Marketing, Communications, related field, or in a discipline appropriate to the school/college where position exists	and	3 years of	experience in student recruitment or academic advising in a higher education environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of developing recruiting policies and procedures, marketing and promotional practices.	

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		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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