AUBURN
Human Resources

Dir, DVM Professional Program Admissions

Job Description

JOB INFORMATION

Job Code	AA46
Job Description Title	Dir, DVM Professional Program Admissions
Pay Grade	SR13
Range Minimum	$76,920
33rd %	$97,430
Range Midpoint	$107,690
67th %	$117,950
Range Maximum	$138,460
Exemption Status	Exempt
Approved Date:	5/27/2025 10:47:07 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

Reporting to the Associate Dean of Academic Affairs, the Director, DVM Professional Program Admissions is responsible for the recruitment, identification and enrollment of qualified students into the Doctor of Veterinary Medicine (DVM) professional program.

RESPONSIBILITIES

- Develops and administers programs that support the recruitment of highly qualified and diverse applicants, as well the interview evaluation and assessment of applicant competencies for entry to the DVM program. Directs the professional program student selection process and monitors the review process throughout the recruitment cycle.
- Counsels potential applicants on admissions requirements. Serves as the initial contact with applicants who call, email, and/or come to the CVM Office of Academic Affairs (OAA) seeking assistance and triage applicant requests.
- Annually reviews and updates predictive algorithms based on assessments for success factors to stratify applicants' experience. Reviews applicant submission packages, converts course level grade point averages to a common scale as needed, rates hands-on experience in working with and/or caring for both large and small animals and evaluates reference information.
- In collaboration with admissions committee members and Associate Dean, develops and oversees a standard process based on best practices for personal interviews for the purposes of admissions selection that emphasizes the quality of the process before, during and after the interview.
- Creates training modules for faculty interviewers to ensure the interviews are valid and reliable.
- Advises the Associate Dean of Academic Affairs regarding recruitment programs, management, and operations of the CVM's recruitment strategy. Establishes student recruitment goals working with leadership.
- Provides leadership and support in the implementation of the recruitment plan and oversees key recruitment strategies.
- Serves as a member of the leadership team of the CVM OAA.

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	
Master's Degree	in Adult Education, Business, Management, Psychology, Communications, Education, or related field.	and	5 years of	experience in admissions, student counseling/advising, student recruiting, public relations, and/or program coordination with progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of admission processing guidelines.	
Knowledge of recruiting policies and procedures, marketing, and promotional practices.	
Working knowledge of DVM admissions requirements and processes.	
Strong analytical, interpersonal, written, and verbal communication skills.	
Ability to work independently to accomplish assigned goals in a timely manner, and ability to work with detailed information with attention to accuracy.	

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		
Vibration			X		

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