AUBURN
Human Resources

# Coord, Student Recruiting

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AA66 |
| Job Description Title | Coord, Student Recruiting |
| Pay Grade | SR06 |
| Range Minimum | $37,810 |
| 33rd % | $44,110 |
| Range Midpoint | $47,270 |
| 67th % | $50,420 |
| Range Maximum | $56,720 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 11/10/2022 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Student Resources |
| Job Function: | Admissions & Recruitment |

## JOB SUMMARY

Coordinates all aspects of the recruitment of students for a college or school including but not limited to planning recruitment events, prospective student meetings, and establishes communication plans for accepted and interested students.

## RESPONSIBILITIES

- Plans and visits campuses, high schools, student organizations, and high school advisors for off-campus recruiting events. Provides academic planning and advising to potential students. Promotes and represents the college/school answering any questions prospects may have.
- Plans and executes on-campus recruiting events, coordinates schedules, classroom and department visits, meals, transportation, registration, and promotional materials. Serves as primary point of contact for events.
- Meets with prospective students and families to provide information on admission requirements, degree programs, career options, and extracurricular activities.
- Coordinates participation of staff and/or alumni for recruitment events. Schedules meetings with faculty and staff with potential students for advising and recruitment purposes.
- Collaborates with central campus for recruitment events, participating in events serving as a liaison for the college/school.
- Follows up with interested students, coordinating additional meetings if necessary.
- Prepares acceptance packages for accepted students.
- Participates in the development of operating goals and objectives for the unit; recommends, implements, and coordinates methods and procedures to enhance operations, as appropriate to unit.

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

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|---|---|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |

## 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 | no specific discipline | and | 1 year of | Experience in public relations, marketing, recruiting, advising, counseling, and/or event planning. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of recruitment techniques, educational institutions, public relations, marketing, organization methods, management of records, common computer applications/software such as Microsoft Word, Excel, PowerPoint and/or scheduling and event planning. | |

## 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 | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

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