AUBURN
Human Resources

Dir, HCOB Recruitment & Scholarships

Job Description

JOB INFORMATION

Job Code	AB39
Job Description Title	Dir, HCOB Recruitment & Scholarships
Pay Grade	SR12
Range Minimum	$66,890
33rd %	$84,730
Range Midpoint	$93,640
67th %	$102,560
Range Maximum	$120,400
Exemption Status	Exempt
Organizational use restricted to the following divisions	123 College of Business
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

The Director of the Harbert College of Business (HCOB) Recruitment and Scholarship directs and manages recruitment of prospective students, the scholarship award process, and advises the student ambassador organizations with the college.

RESPONSIBILITIES

- Directs, manages and leads high school student recruitment efforts of the College. This includes advising the Dean's office in the evaluation of recruitment targets; hosting and/or participating in both on-campus and travel recruitment events; hosting and providing college tours and informational sessions to prospective students and their families; and managing the data associated with prospective students.
- Directs and oversees the scholarship awards process within the Harbert College. Manages a Scholarship Advisory Committee to assist with the process. Ensures that HCOB scholarships are awarded in accordance with university policy, donor agreement, and college goals.
- Advises the Harbert College Executive Society, the student ambassador organization, as well as Business Council, the student government organization within the college. The Executive Society provides critical support for hosting prospective families, donors, and alumni; the Business Council serves as a critical liaison between undergraduate students and college leadership. The goal is for the organizations' members to serve the college appropriately and benefit from professional development opportunities.
- Coordinates with the College's high school outreach for diversity program leaders, ensuring that the broader recruitment strategies align with, and support, the College's diversity efforts.
- Responsible for notifying and providing the College all communication strategies, as well as print and digital collateral, related to recruitment, scholarships, and other undergraduate student matters.

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	Degree in Business, Education, Psychology, or related field.		6 years of	Experience in student recruitment or academic advising in a higher education environment with progressively increasing levels of responsibility and accountability.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
No special vision requirements.