AUBURN
Human Resources

Recruitment & Scholarship Mgr

Job Description

JOB INFORMATION

Job Code	AB42
Job Description Title	Recruitment & Scholarship Mgr
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
Exemption Status	Exempt
Approved Date:	10/12/2026 2:57:17 PM
Legacy Date Last Edited	5/22/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

The Recruitment & Scholarship Manager manages K-12 Outreach Programs, High School and Transfer Student Recruitment, and Scholarship Awards Functions.

RESPONSIBILITIES

- Manages the recruitment activities through the establishment of recruitment targets and assessment of annual outcomes.
- Manages the process for awarding scholarships to current and prospective students.
- Serves on university-level committees and acts as a liaison to all offices and departments regarding recruitment and scholarships.
- Manages on-campus outreach programs including summer camps and other special events aimed at attracting and retaining students.
- Manages the K-12 Outreach Programs, including the coordination of existing activities and the development of new programs within the college or school.
- Leads and directs the development of communications strategies and materials related to recruitment, outreach, and scholarhsip activities.
- Oversees the Ambassador Organization to ensure the organization represents and advocates for the college with students, families, and the general public.
- Develops, manages, and oversees the Recruitment Budget.

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 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	in no specific discipline	and	5 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, budgeting principles, 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			25 lbs
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.