AUBURN
Human Resources

Advisor I, Admissions

Job Description

JOB INFORMATION

Job Code	AD02A
Job Description Title	Advisor I, Admissions
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:	4/30/2026 11:37:19 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

Under direct supervision, the Admissions Advisor I develops foundational knowledge of undergraduate admissions and learns to implement in-state recruitment strategies to attract prospective students. This entry-level role focuses on executing established recruitment plans, providing accurate information and guidance on the admissions process, and supporting prospective students and families. The Advisor I also observes and assists with out-of-state recruitment activities to build broader expertise in all aspects of undergraduate admissions counseling.

RESPONSIBILITIES

- Supports in-state recruitment and enrollment efforts by executing established travel schedules, representing Auburn University at high school visits, college fairs, and on-campus events, and building relationships with counselors in assigned Alabama counties.
- Builds foundational admissions competencies through structured onboarding, participation in departmental training, and ongoing professional development, progressively strengthening skills in recruitment, advising, and application review.
- Provides basic admissions advising by responding to routine inquiries via phone, email, virtual appointments, and walk-ins, and delivering scripted campus presentations using approved materials.
- Conducts entry-level application review by evaluating straightforward applications within established criteria, accurately documenting decisions in the CRM system, meeting daily and weekly review targets, and referring complex or borderline cases to senior staff for further evaluation.
- Assists with recruitment events by supporting set-up, logistics, guest services, and delivery of information sessions for on-campus and off-campus programs.
- Maintains accurate recruitment and enrollment data by developing proficiency in the CRM system, recording weekly activities, tracking contacts and applicant outcomes, ensuring timely and consistent data entry, and completing travel and expense reports accurately and within required deadlines.
- Engages in university representation and outreach by serving as a positive ambassador for the university, responding to routine social media inquiries and comments in accordance with departmental guidelines, and sharing personal experiences to help prospective students connect with the university.
- Contributes to university and departmental goals by collaborating with campus partners, supporting student success initiatives, and performing other duties as assigned.

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	No supervisory responsibilities.

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	0 years of	experience in recruiting, public relations, marketing, advising or other student-facing support, counseling.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Foundational knowledge of admissions, concepts, practices, or procedures.	
Knowledge of or ability to learn Auburn University admissions policies, scholarship opportunities, academic programs, and general campus resources.	
Knowledge of professional communication practices for representing the university to external audiences.	
Strong communication skills—written, verbal, and interpersonal—with the ability to convey information clearly to students, families, and school partners.	
Skill in building rapport with individuals and maintaining positive, service-oriented interactions.	
Skill in organizing tasks, managing time, and following structured plans, particularly during travel and recruitment cycles.	
Skill in using or learning CRM systems, data entry processes, and digital communication tools.	
Ability to learn and apply admissions processes, policies, and criteria.	
Ability to exercise sound judgment in recognizing when to escalate complex questions or cases to senior staff.	
Ability to work collaboratively with colleagues, accept guidance from senior advisors, and participate actively in training and professional development.	
Ability to travel in-state, work occasional evenings and weekends, and represent the university with professionalism and enthusiasm.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Motor Vehicle Record (MVR)

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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, should have depth perception and the ability to distinguish colors.

Travel Requirements:

In-State; Domestic