AUBURN
Human Resources

Advisor II, Admissions

Job Description

JOB INFORMATION

Job Code	AD02B
Job Description Title	Advisor II, Admissions
Pay Grade	SR07
Range Minimum	$41,590
33rd %	$48,530
Range Midpoint	$51,990
67th %	$55,460
Range Maximum	$62,390
Exemption Status	Exempt
Approved Date:	4/30/2026 11:37:54 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

Under minimal supervision, the Admissions Advisor II develops and implements recruitment strategies for assigned out-of-state and in-state territories, applying advanced admissions knowledge to support Auburn's enrollment goals. This position manages complex stakeholder relationships, provides comprehensive advising throughout the admissions process, evaluates moderately complex applications, and contributes to territory planning and data-informed decision making.

RESPONSIBILITIES

- Supports primarily out-of-state recruitment and enrollment efforts by independently planning and executing complex, multi-day travel schedules, representing Auburn University at school visits, national college fairs, and community programs across assigned territories. Additionally, contributes to in-state recruitment and enrollment as needed by supporting targeted events, travel, and relationship-building within Alabama.
- Builds and maintains strategic, data-informed relationships with key influencers across assigned territories by serving as the primary point of contact for high school counselors, community-based organizations, and educational partners; fostering ongoing communication that strengthens the university’s recruitment pipeline; and engaging proactively with regional counseling networks to enhance visibility and support student pathways.
- Provides comprehensive admissions advising by responding to complex inquiries across multiple communication channels, delivering polished presentations, and serving as a knowledgeable resource on admissions policies, academic pathways, and specific academic programs or student populations.
- Conducts intermediate-level application review by independently evaluating moderately complex applications requiring holistic assessment, making informed admission recommendations, achieving elevated review targets, and referring highly complex cases to senior staff when needed.
- Assists with recruitment and enrollment events by supporting set-up, logistics, guest services, and delivery of information sessions for on-campus and off-campus programs.
- Maintains accurate and strategic recruitment and enrollment data. Conducts analysis of recruitment data to identify trends, opportunities, and challenges in assigned territories through the creation of territory specific reports; develops data-driven recommendations to inform recruitment strategy adjustments; prepares presentations on territory performance for leadership review and planning.
- Completes required travel and expense documentation in compliance with university and departmental policies and procedures.
- Engages in university representation and outreach by serving as an experienced ambassador for the university and department, including partnering with other units to coordinate program-specific recruitment initiative and strategies and engaging actively with NACAC affiliates and other regional counseling organizations.

RESPONSIBILITIES

- Contributes to departmental goals by collaborating with campus partners, supporting student-success initiatives, mentoring staff informally, and performing other duties assigned to advance recruitment and enrollment objectives.

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	No specific discipline. Degree in Education, Communications, Marketing, Counseling, Public Administration, or related field desired.	and	2 years of	experience in recruiting, public relations, marketing, advising or other student-facing support, and counseling.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of admissions, concepts, practices, or procedures with the ability to interpret and apply policies independently across diverse and complex recruitment scenarios.	
Strong understanding of student recruitment strategies, market dynamics, and enrollment management principles, particularly for out-of-state and high-growth territories.	
Knowledge of specialized academic programs, scholarship pathways, and regional differences that influence student decision-making.	
Highly developed communication skills for delivering polished presentations, managing complex inquiries, and engaging with diverse audiences including counselors, CBOs, and regional organizations.	
Strong relationship-building and networking skills, with the ability to maintain strategic partnerships across multiple states and regional associations.	
Skill in independently planning complex, multi-day travel; prioritizing competing recruitment demands; and managing workflows while meeting elevated application-review expectations.	
Proficient in CRM systems, data analysis, and digital communication tools, with the ability to generate territory-specific insights.	
Ability to exercise sound judgment in reviewing moderately complex applications requiring holistic assessment and policy interpretation.	
Ability to work collaboratively with colleagues, accept guidance from senior advisors, and participate actively in training and professional development.	
Ability to travel in-state and out-of-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			
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