AUBURN
Human Resources

Advisor III, Admissions

Job Description

JOB INFORMATION

Job Code	AD02C
Job Description Title	Advisor III, Admissions
Pay Grade	SR08
Range Minimum	$43,990
33rd %	$52,790
Range Midpoint	$57,190
67th %	$61,590
Range Maximum	$70,390
Exemption Status	Exempt
Approved Date:	4/30/2026 11:38:25 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

The Admissions Advisor III serves as a senior advisor and leader on the undergraduate recruitment team, providing expert guidance to prospective students and families throughout the enrollment process. This role serves as a subject matter expert while maintaining an active advising caseload and managing complex, high-stakes recruitment territories. This senior-level role operates with significant independence and contributes to departmental planning, policy development, and leads continuous improvement initiatives.

RESPONSIBILITIES

- Independently manages the most complex and strategically significant recruitment territories by assisting in developing and fully executing multi-year recruitment and enrollment strategies grounded in enrollment data, market analysis, and institutional priorities while maintaining established relationships with counselors and partner institutions across assigned territories. Conducts competitive market analysis and environmental scans to inform recruitment strategy.
- Serves as the primary point of contact for high school counselors, community-based organizations, educational partners, and regional counseling networks within assigned territories by building and sustaining strategic relationships that strengthen recruitment pipelines, support student pathways and expand institutional visibility.
- Provides expert-level admissions advising by responding across multiple communications channels to complex inquiries requiring advanced policy interpretation, delivering high-quality presentations, and serving as a knowledgeable resource on admissions requirements, academic pathways, and specialized programs or student populations.
- Conducts independent, expert-level application review by evaluating moderately complex applications using holistic assessment practices, making informed admission recommendations, achieving elevated review targets, and mentoring staff on review standards and decision-making frameworks.
- Assists with on-campus and off-campus recruitment and enrollment programs and events by leading signature events, delivering information sessions, assisting with training staff members on effective event management and execution strategies, and supporting set-up, logistics, and guest services.
- Contributes to departmental strategic recruitment planning by analyzing multi-dimensional enrollment trends, maintaining high-quality recruitment data, and applying predictive analytics to forecast outcomes for assigned territories.
- Completes required travel and expense documentation in compliance with university and departmental policies and procedures.
- Represents Auburn University and the Undergraduate Admissions office through leadership of regional partnership initiatives, partnering with other units to coordinate program-specific recruitment initiative and strategies, participation in national and regional professional organizations, and active engagement with NACAC affiliates and admissions committees.

RESPONSIBILITIES

- Collaborates with campus partners to advance recruitment and student-success initiatives and performs other duties as assigned to support enrollment objectives.
- Models best practices in recruitment, advising, and student engagement by serving as a subject matter expert and primary resource for Advisors I and II, providing formal mentorship, coaching, and training on admissions policies, recruitment techniques, and complex advising situations.
- Identifies inefficiencies and risks in recruitment, application review, or operational processes and proposes solutions to improve effectiveness, consistency, and outcomes in support of departmental goals.

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. Degree in Education, Communications, Marketing, Counseling, Public Administration, or related field desired.	and	4 years of	experience in recruiting, public relations, marketing, advising or other student-facing support, counseling	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Expert knowledge of admissions, concepts, practices, or procedures with the ability to accurately interpret and apply policies independently across diverse and complex recruitment scenarios.	
Comprehensive understanding of student recruitment strategies, market dynamics, and enrollment management principles, particularly for out-of-state and high-growth territories.	
Comprehensive understanding of specialized academic programs, scholarship pathways, and regional differences that influence student decision-making.	
Knowledge of financial aid processes, scholarship opportunities, and application procedures	
Exceptional 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.	
Expertly skilled in independently planning complex, multi-day travel; prioritizing competing recruitment demands; and managing workflows while meeting elevated application-review expectations.	
Strategic thinking and analytical skills to assist with policy development and program design	
Advanced proficiency in CRM systems, data analysis, and digital communication tools, with the ability to generate territory-specific insights.	
Ability to exercise sound judgment in reviewing 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