AUBURN
Human Resources

VIT Advisor III, Admissions

Job Description

JOB INFORMATION

Job Code	AD08C
Job Description Title	VIT 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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/11/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

Reporting to the Coordinator of VIT (Very Impressive Tigers) Program, the VIT Admissions Advisor schedules, plans and hosts private, individual tours of Auburn University for prospective students. Coordinates all aspects of campus visit to include comprehensive planning, development, management, and execution.

RESPONSIBILITIES

- Recruits and enrolls prospective students by advising the students and parents over the phone, online, or in person to provide information about Auburn's admissions process, scholarship opportunities, academic programs and educational and extra-curricular opportunities.
- Coordinates all aspects of campus visits for special populations to include, but not limited to, high ability students. The coordination of the visit includes comprehensive planning, development, management, execution, and all day interaction with prospective student and family.
- Communicates with faculty, staff, and current students during the planning of personalized campus visits.
- Coordinates billing processes and maintains accurate records.
- Participates in the admissions process of students to include, but not limited to, reviewing applications and recommending students for admission
- Present campus tour information sessions, assist with phone calls, and walk-in appointments.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 Public Relations, Education, Communications, Marketing, Business or related field.	and	4 years of	Experience in communication, public speaking, marketing, recruiting, advising, and/or counseling.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Auburn's programs, ability to form and execute schedules, ability to handle multiple tasks, and all day interaction with prospective student and family.

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			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.