AUBURN
Human Resources

Coord, Admissions Processing

Job Description

JOB INFORMATION

Job Code	AD13
Job Description Title	Coord, Admissions Processing
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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/17/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

Reporting to the Admissions Processing Manager, the Admissions Processing Coordinator assists in building, and maintaining the Admissions Process in Slate and Banner to include, but not limited to, admissions application builds, queries, reports, data feeds, audits, and testing.

RESPONSIBILITIES

- Assists with managing and maintaining the Enrollment Services related functions of the student module within Slate and Banner to include, but not limited to, serves as local administrator, oversees system testing and implementation, and researches and implements Banner best practices.
- Assists with the coordination of new processes in Slate and monitoring and examining Slate to Banner bridge issues.
- Develops and implements new system processes as dictated by changes in University policies and regulations.
- Assists Admission Processing Manager and Associate Director Enrollment Operations on operational matters including, but not limited to, processes, deadlines, assignments, logistical issues, and other administrative matters.
- Coordinates efforts and communications between the Department of Enrollment Management-Operations, Office of Information Technology, and software vendors as they relate to meeting the needs of campus and external constituents through effective system processing and report design.
- Assists with overseeing Admissions Processing and the Admissions Processing communication efforts in Enrollment Services. Serves as a back up for building and executing the communication and marketing efforts in Slate for the Division of Enrollment Services.
- Serves as liaison to departments and users regarding training and support, process documentation, and other data requests.

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 Education, Communications, Business, Technology, or related fields.	and	2 years of	Experience in student admissions processing, admission or enrollment communications, or student services. Experience in higher education academic setting to include admissions, communications and/or student services is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of current industry IT software, hardware and programs, operations and management, admissions, recruitment, communications and marketing principles, Auburn University policies and procedures, and industry policies and procedures.	
Knowledge of CRM (Slate) and Banner.	
Excellent interpersonal, initiative, teamwork, problem-solving, independent judgment, organization, communication (verbal and written), time management, project management, and presentation skills.	

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.