AUBURN
Human Resources

Asst Dir, Graduate Recruitment, COB

Job Description

JOB INFORMATION

Job Code	AD17
Job Description Title	Asst Dir, Graduate Recruitment, COB
Pay Grade	SR11
Range Minimum	$60,320
33rd %	$74,390
Range Midpoint	$81,430
67th %	$88,470
Range Maximum	$102,540
Exemption Status	Exempt
Approved Date:	7/8/2024 9:46:40 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

The Assistant Director of Graduate Recruitments, recruits students for the Executive MBA, Physicians Executive MBA, and the Master of Real Estate executive programs within the Harbert College of Business.

RESPONSIBILITIES

- Recruits and enrolls prospective graduate students by providing information about Auburn's admissions process, scholarship opportunities, academic programs, and educational and extra-curricular opportunities.
- Participates in the graduate admissions process of students including, but not limited to, reviewing applications, scheduling admissions interviews, conducting admissions interviews, and recommending students for admission. Notifies applicants of admissions decisions and coordinates with the Graduate School, Registrar, and Student Financial Services as necessary.
- Collaborates with the director on the vision and execution of all recruitment activities specific to executive programs.
- May develop recruiting, advising, and adjustment programs specific to executive students. Supports, assists, and implements on-campus and off-campus events including, but not limited to, prospective student programs and executive student residencies.
- May travel to recruiting events and expos to recruit and represent the graduate business programs.
- Provides leadership to the graduate recruiting team in the Harbert College of Business. May contribute to employee management responsibilities, hiring and training of new employees, and feedback for annual performance reviews.

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	Education, Communication, Marketing, Counseling, Public/Business Administration or related field.	and	5 years of	Experience recruiting in a corporate or higher education setting	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of graduate program administration, FERPA, and budgeting practices.	
Excellent written and oral communication skills	
Knowledge of college and university recruitment practices.	
Knowledge of marketing and promotional practices.	
Ability to display excellent customer service to meet the needs and expectations of both internal and external customers.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.

Travel Requirements:

In-State; Domestic