AUBURN
Human Resources

Dir, Pharmacy Student Recruitment

Job Description

JOB INFORMATION

Job Code	AD20
Job Description Title	Dir, Pharmacy Student Recruitment
Pay Grade	SR13
Range Minimum	$76,920
33rd %	$97,430
Range Midpoint	$107,690
67th %	$117,950
Range Maximum	$138,460
Exemption Status	Exempt
Organizational use restricted to the following divisions	150 College of Pharmacy
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

Reporting to the Associate Dean for Academic Programs, the Director of Pharmacy's Student Recruitment directs the recruitment of students for the Harrison School of Pharmacy (HSOP) and provides guidance and direction to prospective students. Consistently evaluates recruiting strategy and results, making changes required in response to ongoing changes in market conditions.

RESPONSIBILITIES

- Promotes the HSOP's professional and graduate academic programs by interfacing with a variety of individuals and organizations, both internal and external to Auburn University. These activities are conducted via in-person meetings and using virtual connections. Target audiences and venues include college and university campuses, high schools, student advisors, professional organizations, HSOP alumni, and other Auburn University events.
- Provides information and counseling to prospective students and their families concerning admission to the HSOP to assist in the application process. Communicates with other personnel in Office of Academic Programs to assure that applicants expressing a high level of interest in the HSOP receive prompt attention.
- Coordinates visits of prospective students to the Auburn and Mobile Campuses in conjunction with other HSOP staff members and Student Ambassadors.
- Develops marketing materials, including use of social media sites.
- In conjunction with other HSOP/AU staff, develops and maintains a customer relations platform (e.g., Salesforce) for systematic tracking of and marketing to prospective students and other contacts

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 Healthscience, Marketing, Business, STEM fields, and other related health science related field. PharmD preferred.	and	5 years of	Experience in a health science field related to pharmacy, recruiting, and/or public relations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the pharmacy profession, health care systems, recruiting policies and procedures, marketing and promotional practices.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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