AUBURN
Human Resources

Assoc Dir, Trans Adms& Recruit

Job Description

JOB INFORMATION

Job Code	AD35
Job Description Title	Assoc Dir, Trans Adms& Recruit
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:	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 Director of Undergraduate Admissions and Operations, the Associate Director of Transfer Admissions and Recruitment Programming serves as a member of the senior leadership team within the Office of Undergraduate Admissions and provides leadership and support in the development and implementation of transfer admissions and recruitment programs and process, campus visit programming, and other student recruitment-related events.

RESPONSIBILITIES

- Provides leadership and coordination of the University's transfer admissions and recruitment programs and process. Oversees the transfer student admissions process. Selects, trains, and directs the efforts of the Transfer Student Recruiter Coordinator and the transfer admissions and recruitment unit.
- Serves as the primary advisor to the Director regarding recruitment programs, management, and operations of the university's transfer recruitment and admission strategy. Assists the Director with the management of recruitment-related resources, determination of staff functions, and setting operating policies for the transfer recruitment and admission related activity.
- Establishes University's visit experience goals and manages the prospective student visitation experience strategy. Annually develops, executes and evaluates visitation opportunities to support the University's new student recruitment goals.
- Directs and oversees the personnel and activities related to daily campus visits, tours, and other programming. Manages and oversees on- and off-campus recruitment events to include, but not limited to, War Eagle Days, TALONS, prospective student receptions, etc. to ensure a positive experience for perspective students.
- Manages the selection, training, and daily activities of student recruiters who host campus tours and assist at recruitment events.
- Establishes and maintains relationships with vendors and other entities, both internal and external to campus, necessary for successful recruitment events. Establishes and maintains relationships with Campus Partner representatives in individual colleges/schools to ensure the most up-to-date information from across campus is utilized in recruitment activities.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 Management, Psychology, Communications, or related field	and	7 years of	Experience in public relations, student recruiting, or event management with progressively increasing levels of responsibility and accountability. Must have at least 2 years of experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of 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		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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