AUBURN
Human Resources

Admstr, Personalized Visits

Job Description

JOB INFORMATION

Job Code	AD40
Job Description Title	Admstr, Personalized Visits
Pay Grade	SR09
Range Minimum	$49,490
33rd %	$59,390
Range Midpoint	$64,340
67th %	$69,290
Range Maximum	$79,190
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/14/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

Works in conjunction with the Assistant Director, Personalized Visits to implement personalized visits for prospective students. Assists with the development of a communication plan and serves as an additional contact throughout the enrollment process.

RESPONSIBILITIES

- Coordinates highly personalized campus visits for special populations of prospective students. Responsible for the coordination of the visit and includes comprehensive, planning, development, management, execution, and all-day interaction with prospective students and families.
- Assists with the management of the Office of the President's Concierge Office.
- Manages the personalized visit areas communication with prospective students, parents, high school counselors, and campus partners. Communication would include, but is not limited to, email communication, marketing materials, invitations, presentations and videos.
- Serves as a liaison for campus partners during the campus visit process.
- 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. Serves as an additional contact during the admissions process, presents admissions information sessions, and assists with calls and email communication, walk-in appointments, and hosts student meetings.
- Serves as the supervisor for Graduate Assistants.

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 supervise employees but supervision is not the main focus of the job.

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	No specific discipline.	and	3 years of	Experience in admissions processing, enrollment services, and/or student recruiting.	

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			50 lbs
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:

No special vision requirements.