AUBURN
Human Resources

Coord, Campus Tours

Job Description

JOB INFORMATION

Job Code	AD41
Job Description Title	Coord, Campus Tours
Pay Grade	SR04
Range Minimum	$34,080
33rd %	$38,630
Range Midpoint	$40,900
67th %	$43,170
Range Maximum	$47,720
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

Coordinates and assists in all aspects of the Campus Tour program within Enrollment Services for prospective students and to enhance the image and mission of the University.

RESPONSIBILITIES

- Oversees the coordination of all facets of the daily operations of campus tours to include inputting campus tour data into Banner, making sure the visitor amount is correct, and compiles data and prepares reports for higher-level administration.
- Supervises front desk activities by overseeing students who assist in greeting all visitors, answering phone calls and questions, maintaining documents, and ensuring the supply of office documents.
- Analyzes campus visit feedback and advises higher-level administration on opportunities for enhancements and adjustments.
- Collaborates with campus partners in the planning and execution of events for various units on campus to enhance the reputation, scope, and influence of the University.
- Oversees and coordinates Undergraduate Admissions communication efforts with prospective students and parents as related to the campus tour experience.
- Develops and implements new processes as dictated by changes in University policies, procedures, and regulations.
- Co-Advises the Student Recruiter Organization alongside the Assistant Director of Campus Visit & Events.
- Regularly presents information sessions to prospective students and their guests.

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	General	and	3 years of	Experience in campus visit processes, admissions, and customer service.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Auburn University campus visit processes.	

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.