AUBURN
Human Resources

Mgr, Admissions Processing

Job Description

JOB INFORMATION

Job Code	AD47
Job Description Title	Mgr, Admissions Processing
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
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 Associate Director of Operations and Processing, oversees the daily operations and supervision of all Admission Processing staff to enhance all processing to ensure a timely turnaround of all application types.

RESPONSIBILITIES

- Oversees the daily operations of Admission Processing which includes monitoring productivity of applications and applicant data daily, developing reports to audit data, and training staff on processes and the ongoing evaluation and enhancement for all processing to ensure timely and accurate turnaround of all application types to meet the University's recruitment and enrollment goals.
- Maintains the Banner student module to include, but not limited to, serving as local administrator, overseeing system testing and implementation, and researching and implementing best practices.
- Oversees the daily operations of all Admission Processing staff to include general questions and answers, communication of important information and updates, leave approval, onboarding and training, and performance reviews.
- Assists the Associate Director of Operations and Processing with the implementation of admission, goals, planning and enhancing relationships with on-and off-campus constituents.
- Directs and oversees the coordination of all undergraduate administrative functions and communications as it relates to admission processes, admission applications, admissions decisions, and enrollment efforts.
- Coordinates efforts and communications between departments, Office of Information Technology, and software vendors meeting the needs of internal and external constituents through effective system processes and report design.
- Advises on operational matters including but not limited to, processes, deadlines, assignments, logistics, and other administrative matters.
- Serves as a liaison to departments, users, and vendors regarding training, support, process documentation, and other data requests of applicants as it relates to the admission process.

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 Business, Marketing, Journalism, Communications, Public Relations, Education, Counseling, Psychology, or related field.	and	5 years of	Experience coordinating administrative support services. Prefer 2 years of experience directly supervising full-time employees. Prefer experience in higher education academic setting to include admissions, communications and/or student services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of current industry IT software as it relates to communications and marketing, operations and management, admissions, recruitment, communications and marketing principles, Auburn University policies and procedures, and industry policies and procedures.	

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.