AUBURN
Human Resources

Advisor I, Graduate Admissions-Col/Sch

Job Description

JOB INFORMATION

Job Code	AD48A
Job Description Title	Advisor I, Graduate Admissions-Col/Sch
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

Recruits students and provides assistance and advice in relation to the admissions process to the graduate program.

RESPONSIBILITIES

- Recruits and enrolls prospective graduate 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
- Recruits and enrolls a robust and diverse population of students by participating in campus recruitment activities, and/or other recruitment activities. Presents admissions information sessions, assists with calls and email communication, walk-in appointments, and hosts off-campus student meetings.
- Collaborates with others within the University by attending training opportunities throughout the year in order to ensure up-to-date information is provided to potential students.
- Coordinates recruitment activities and programs and may coordinate/give campus tours.
- Participates in the graduate admissions process of students to include, but not limited to, reviewing applications and recommending students for admission. Notifies applicants of admissions decisions and coordinates with the Graduate School, Enrollment, Registrar, and Student Financial Services as necessary.
- May develop recruiting, advising, and adjustment programs specific to international students.
- Provides accurate and timely recruitment, expense, and purchasing reports.
- Supports, assists, and implements on-campus and off-campus events to include, but are not limited to, prospective student programs, accepted student programs, and counselor programs.
- Assists with achieving individual and overall University goals identified in the strategic plan.

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	in Education, Communications, Marketing, Counseling, Public/Business Administration, or related field	and	0 years of	experience in public relations, marketing, recruiting, advising, and/or counseling.	

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

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