AUBURN
Human Resources

Asst Dir, Transfer Student Recruitment

Job Description

JOB INFORMATION

Job Code	AD54
Job Description Title	Asst Dir, Transfer Student Recruitment
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	3/17/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

Reporting to the Associate Director of Transfer Admission & Recruitment Programming, the Manager of Transfer Student Recruitment manages the development and implementation of transfer admissions and recruitment programs and processes.

RESPONSIBILITIES

- Manages the transfer and international admissions advisors, meets with transfer students and international students, coordinates coverage of college fair programs, and manages transfer inquiry and applicant follow-up. Responsible for the daily supervision, training, and evaluation of transfer/international admissions advisors which includes answering general questions, communicating important information and updates, leave approval, onboarding and training, and performance reviews.
- Oversees the daily operations of transfer advising and recruitment which includes monitoring applicant communication, processes, deadlines, and assignments.
- Responsible for modeling the customer service experience to prospective transfer students and their families, community college counselors, transfer student visitors, and various third party organizations serving transfer students.
- Manages the advising of prospective transfer and international students in person, by telephone, mail and e-mail in regard to admissions requirements.
- Assists the department with traditional student recruitment as needed, implementation and evaluation of all programs and efforts, which seek to enroll an academically talented and culturally diverse student body.
- Serves as the liaison to community college counselors.

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 Communication, Business, Public Relations, Marketing, Education, Hospitality Management, or related field.	and	5 years of	Experience in advising, public relations, and/ or customer service. Preferably experience in a higher education environment. 1 year of supervisory experience preferred	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of admission requirements, documentation required, and academic program knowledge.	And
Knowledge of recruitment, admission, and scholarship practices and 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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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