AUBURN
Human Resources

Dir, Human Sciences Recruitment & Scholarship

Job Description

JOB INFORMATION

Job Code	AD61
Job Description Title	Dir, Human Sciences Recruitment & Scholarship
Pay Grade	SR11
Range Minimum	$60,320
33rd %	$74,390
Range Midpoint	$81,430
67th %	$88,470
Range Maximum	$102,540
Exemption Status	Exempt
Organizational use restricted to the following divisions	146 College of Human Sciences
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

The Director of Human Sciences Recruitment and Scholarship directs and oversees the College of Human Sciences high school and transfer student recruitment, scholarship awards functions, and K-12 outreach programs.

RESPONSIBILITIES

- Directs the recruitment activities of the college through the establishment of recruitment targets and assessment of annual outcomes. Recruits undergraduate students for the College of Human Sciences to include on and off campus visits, meeting with prospective students and families, and tracking all college visits.
- Directs and oversees the process for awarding scholarships to current and prospective students.
- Develops, directs, and delivers College of Human Sciences and Office of Academic Affairs on-campus outreach programs and other special events.
- Develops, directs, and delivers the College of Human Sciences and Office of Academic Affairs K-12 outreach programs.
- Acts as a liaison to all offices and departments within the College of Human Sciences regarding recruitment and scholarships; serves on university-level committees in this capacity.
- Directs the development of communications strategies and materials related to recruitment, outreach, and scholarship activities.

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	Degree in Psychology, Public Administration, Education, Business, Human Sciences disciplines, or related fields.	and	5 years of	Experience in student recruitment or academic advising in a higher education environment with progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of college and university recruitment practices.	
Knowledge of scholarship policies and procedures.	
Ability to communicate effectively in oral and written formats, time management skills, and organizational skills.	

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		

WORKING ENVIRONMENT

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

Vision Requirements:

Ability to see information in print and/or electronically.