AUBURN
Human Resources

Asst Dir, Undergraduate Application Evaluation

Job Description

JOB INFORMATION

Job Code	AD98
Job Description Title	Asst Dir, Undergraduate Application Evaluation
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:	5/6/2025 10:12:26 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

The Assistant Director of Evaluation will support and oversee the application review process for various student populations, including first-year, transfer, international, and non-traditional applicants. Reporting directly to the Director of Admissions, Operations, and Processing, this position plays a critical role in ensuring the integrity and consistency of the admissions evaluation process. The Assistant Director will also serve as a key participant in the evaluation committee, collaborating with senior admissions staff to make informed and data-driven admissions decisions. Additionally, the Assistant Director will supervise a team of seasonal admissions application evaluators, providing training, guidance, and performance management throughout the application review cycle.

RESPONSIBILITIES

- Manage and support the holistic review of first-year, transfer, international, and non-traditional applications, ensuring a fair, consistent, and thorough evaluation process by collaborating with other admissions staff to refine and improve evaluation criteria through the use of data and insights to inform decision-making.
- Facilitate the admissions evaluation committee process, ensuring clear communication and alignment between committee members and admissions leadership. Will also serve as a key member of the committee, contributing to discussions around admissions decisions and policy.
- Recruit, train, and supervise seasonal (temporary) application evaluators, ensuring they are well-prepared to assess applications accurately and consistently by monitoring their performance throughout the admissions cycle, providing ongoing support, feedback, and adjustments to maintain high evaluation standards.
- Assist the Director of Admissions, Operations, and Processing in identifying opportunities for improving the efficiency and effectiveness of the application review process. Implement best practices and new technologies to enhance the accuracy, speed, and fairness of application evaluations.
- Analyze application data and evaluation trends to provide insights and recommendations for strategic enrollment decisions. Prepare reports on evaluation outcomes, presenting findings to senior leadership to inform future recruitment and admissions strategies.
- Collaborate with academic units and student services to ensure that admissions decisions align with the university’s broader goals and objectives. Work with international recruitment agencies and community colleges to support the evaluation of transfer and international applications.

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	Supervises others with full supervisory responsibility.

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	No Specific Discipline. Desired: degree in Management, Psychology, Communications, Education, or related field	and	5 years of	experience in undergraduate admissions, student recruiting, and/or program coordination.	Or
Master's Degree	No Specific Discipline. Desired: degree in Management, Psychology, Communications, Education, or related field.	and	3 years of	experience in undergraduate admissions, student recruiting, and/or program coordination.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recruiting policies and procedures, with a comprehensive understanding of the holistic admissions evaluation process for first-year, transfer, international, and non-traditional applicants.	
Familiarity with university admissions policies, standards, and best practices, especially in the context of selective institutions.	
Extensive knowledge of Slate or equivalent CRM application system.	
Proficiency in utilizing data to inform admissions decisions and evaluation processes.	
Strong leadership and supervisory skills, particularly in managing seasonal staff and ensuring their adherence to evaluation standards.	
Excellent communication and interpersonal skills, with the ability to work collaboratively across departments and with external partners.	
Strong analytical and organizational skills, with a focus on process efficiency and improvement.	
Detail-oriented with a commitment to maintaining high standards in the evaluation of applicants.	
Ability to work in a fast-paced environment, managing multiple responsibilities and deadlines effectively.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.

Additional Special Requirements:

Occasional work at night and weekends.