AUBURN
Human Resources

Professional Admissions Application Reviewer

Job Description

JOB INFORMATION

Job Code	AD99
Job Description Title	Professional Admissions Application Reviewer
Pay Grade	SR06
Range Minimum	$37,810
33rd %	$44,110
Range Midpoint	$47,270
67th %	$50,420
Range Maximum	$56,720
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	108 VP for Enrollment Management
Approved Date:	8/11/2025 9:40:11 AM

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

The Professional Admissions Application Reviewer will read student applications and make admission recommendations for first-year and transfer candidates. This is a seven-month appointment where readers work an average of 20 hours a week from September through mid-March.

RESPONSIBILITIES

- Analyzes the qualifications of prospective students utilizing admissions guidelines.
- Submits evaluations and recommendations regarding the admissibility of freshman applications and transfer-admitting colleges and programs.
- Writes decision recommendations with clear rationales.
- Orally presents application review to a team of individuals, including senior leadership.
- Completes application evaluations accurately and in a timely manner following a pre-determined applicant flow.

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	No supervisory responsibilities.

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	from an appropriately accredited institution.	and	0 years of	professional experience in admissions, recruitment, education, or a related field. Experience with SLATE is preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to work accurately at a fast pace and to provide comprehensive and relevant summary comments.	
Moderate to advanced computer skills. Demonstrated ability to independently and quickly navigate internet-based tools with little to no guidance.	
Prior experience working for Auburn University or familiarity with Auburn's culture, values, and community preferred.	
Must have a computer and a stable internet connection as a remote employee.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

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				
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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.

Additional Special Requirements:

While seasonal application evaluators do not need to be located in the Auburn, AL area, they must be available for periodic daytime meetings in the Central Standard Time Zone. This is an hourly position, and the candidate must keep accurate time records.