



JOB INFORMATION

Job Code	AA15A
Job Description Title	Coord I, Residency
Pay Grade	SR05
Range Minimum	\$35,740
33rd %	\$40,510
Range Midpoint	\$42,890
67th %	\$45,280
Range Maximum	\$50,040
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:	Registrar

JOB SUMMARY

Coordinates and evaluates student eligibility for the payment of instate tuition by obtaining documentation of residency from interested parties and ensure appropriate residency classification is consistent with the Code of Alabama and Auburn University policy.

RESPONSIBILITIES

- Communicates in person, by phone, or email with students, parents, staff and other interested parties concerning residency information specific to their residency circumstance. Maintains residency website on the Office of the Registrar webpage.
- Collects, evaluates, approves/denies, processes and records residency appeal documentation
- Delivers presentations during the summer to parents and students at Camp War Eagle.
- Prepares appeal packets for the Residency Committee. Schedules and conducts meetings and follows up with outcomes.
- Provides annual report of Residency Committee activities, submits residency appeal documentation upon request to University and State auditors, provides statistics and spreadsheets to interested parties.

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 supervise employees but supervision is not the main focus of the job.
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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 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 Business, Management, Psychology, Counseling, Education, Communication or relevant.	and	0 years of	Experience in advising and/or coordinating services related to registration requirements and processes.	

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

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.