

JOB INFORMATION

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| Job Code | AB42 |
| Job Description Title | CADC Recruit & Scholarship Mgr |
| Pay Grade | SR10 |
| Range Minimum | \$52,310 |
| 33rd % | \$64,510 |
| Range Midpoint | \$70,610 |
| 67th % | \$76,710 |
| Range Maximum | \$88,920 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 5/22/2023 |

JOB FAMILY AND FUNCTION

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|---------------|--------------------------|
| Job Family: | Student Resources |
| Job Function: | Admissions & Recruitment |

JOB SUMMARY

The CADC Recruit & Scholarship Manager manages the College of Architecture, Design, and Construction's (CADC) K-12 Outreach Programs, High School and Transfer Student Recruitment, and Scholarship Awards Functions.

RESPONSIBILITIES

- Manages the recruitment activities of CADC through the establishment of recruitment targets and assessment of annual outcomes.
- Manages the process for awarding scholarships to current and prospective students.
- Serves on university-level committees in this capacity and acts as a liaison to all offices and departments within the CADC regarding recruitment and scholarships.
- Manages on-campus outreach programs including summer camps and other special events aimed at attracting and retaining students.
- Manages the K-12 Outreach Programs of CADC, along with the three Schools (School of Industrial and Graphic Design, McWhorter School of Building Science, School of Architecture, Planning and Landscape Architecture) including the coordination of existing activities and the development of new programs.
- Leads and directs the development of communications strategies and materials related to recruitment, outreach, and scholarship activities.
- Oversees the CADC Ambassador Organization to ensure the organization represents and advocates for the CADC with students, families, and the general public.
- Develops, manages, and oversees the CADC Recruitment Budget.

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

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| 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 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 | 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 student recruiting practices, scholarship policies and procedures, budgeting principles, marketing and promotional practices

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|--|--------------------------------|------------|------------------|
| DL NUMBER - Driver License, Valid and in State | | Upon Hire | 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 | | | 25 lbs |
| 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 | | |
| Hazards | | X | | | |

WORKING ENVIRONMENT

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

Vision Requirements:

Ability to see information in print and/or electronically.