



**JOB INFORMATION**

Job Code	AD02C
Job Description Title	Advisor III, Admissions
Pay Grade	SR08
Range Minimum	\$42,490
33rd %	\$50,990
Range Midpoint	\$55,240
67th %	\$59,490
Range Maximum	\$67,990
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:	Admissions & Recruitment

**JOB SUMMARY**

Recruits students and provides assistance and advice in relation to the admissions process.

**RESPONSIBILITIES**

- Recruits and enrolls prospective students by advising the students and parents over the phone, online, or in person to provide information about Auburn's admissions process, scholarship opportunities, academic programs and educational and extra-curricular opportunities
- Recruits and enrolls a robust and diverse population of students by attending college fair programs, visiting high schools, participating in campus recruitment activities, and/or other recruitment activities. Presents admissions information sessions, assists with calls and email communication, walk-in appointments, and hosts off-campus student meetings.
- Collaborates with others within the University by attending training opportunities throughout the year in order to ensure up-to-date information is provided to potential students.
- Coordinates recruitment activities and programs and may coordinate/give campus tours.
- Participates in the admissions process of students to include, but not limited to, reviewing applications and recommending students for admission.
- May develop recruiting, advising, and adjustment programs specific to international students.
- Provides accurate and timely recruitment, expense, and purchasing reports.
- Supports, assists, and implements on-campus and off-campus events to include, but are not limited to, prospective student programs, accepted student programs, and counselor programs.
- Assists with achieving individual and overall University goals identified in the strategic plan.
- Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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 Education, Communications, Marketing, Counseling, Public/Business Administration or related field	And	4 years of	Experience in public relations, marketing, recruiting, advising, and/or counseling	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments.

Also possesses knowledge of related fields and areas of operation

## 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					
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		
Temperature Change			X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions			X		
Vibration			X		

### **Vision Requirements:**

Ability to see information in print and/or electronically.