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## Auburn University Job Description

Job Title: **Coord, Admissions Processing**

Job Family: No Family

Job Code: **AD13**

Grade SR07: \$37,900 - \$56,900

FLSA status: Exempt

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### Job Summary

Reporting to the Admissions Processing Manager, the Admissions Processing Coordinator assists in building, and maintaining the Admissions Process in Slate and Banner to include, but not limited to, admissions application builds, queries, reports, data feeds, audits, and testing.

### Essential Functions

1. Assists with managing and maintaining the Enrollment Services related functions of the student module within Slate and Banner to include, but not limited to, serves as local administrator, oversees system testing and implementation, and researches and implements Banner best practices.
2. Assists with the coordination of new processes in Slate and monitoring and examining Slate to Banner bridge issues.
3. Develops and implements new system processes as dictated by changes in University policies and regulations.
4. Assists Admission Processing Manager and Associate Director Enrollment Operations on operational matters including, but not limited to, processes, deadlines, assignments, logistical issues, and other administrative matters.
5. Coordinates efforts and communications between the Department of Enrollment Management-Operations, Office of Information Technology, and software vendors as they relate to meeting the needs of campus and external constituents through effective system processing and report design.
6. Assists with overseeing Admissions Processing and the Admissions Processing communication efforts in Enrollment Services. Serves as a back up for building and executing the communication and marketing efforts in Slate for the Division of Enrollment Services.
7. Serves as liaison to departments and users regarding training and support, process documentation, and other data requests.
8. Performs other related duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Education, Communications, Business, Technology, or related fields.
<b>Experience (yrs.)</b>	2	Experience in student admissions processing, admission or enrollment communications, or student services. Experience in higher education academic setting to include admissions, communications and/or student services is desired.

### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

### Minimum Required Knowledge

Knowledge of current industry IT software, hardware and programs, operations and management, admissions, recruitment, communications and marketing principles, Auburn University policies and procedures, and industry policies and procedures. Knowledge of CRM (Slate) and Banner. Excellent interpersonal, initiative, teamwork, problem-solving, independent judgment, organization, communication (verbal and written), time management, project management, and presentation skills.

### Certification or Licensure Requirements

None required.

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## Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/17/2023

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