

JOB INFORMATION

Job Code	AD14
Job Description Title	Asst Dir, In-state Recruitment
Pay Grade	SR10
Range Minimum	\$51,790
33rd %	\$63,870
Range Midpoint	\$69,910
67th %	\$75,960
Range Maximum	\$88,040
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:	Admissions & Recruitment

JOB SUMMARY

Reporting to the Associate Director of Admissions, the Freshman Recruitment Manager supervises Admissions Advisors assigned to incoming in-state students to ensure recruitment and enrollment goals are achieved. Ensures the office, events and other recruitment programs are staffed and supported.

RESPONSIBILITIES

- Manages the Admissions Advisors assigned to incoming in-state students, meets with freshman students, and manages freshman inquiry and applicant follow-up. Responsible for hiring and daily supervision, training, and evaluation of Freshman Admissions Advisors which includes answering general questions, communicating important information and updates, leave approval, financial reimbursements and performance reviews.
- Manages and coordinates attendance to college fairs and recruitment events within the state of Alabama. Ensures representation at all appropriate events.
- Participates in the admissions process of students to include, but not limited to, reviewing applications and recommending students for admission. Participates in Admissions Application Review Committee.
- Services as an advisor for specific territories within the state of Alabama by recruiting and enrolling 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.
- Serves as the Undergraduate Admissions Auburn Employee Liaison for employees interested in applying for undergraduate admissions.
- Collaborates with Assistant Director of Recruitment to ensure the daily operations, tasks, and duties align with the goals and mission of Undergraduate Admissions.
- Performs other related duties.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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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, Public Relations, Marketing, Psychology, Communications, Education, or any related field. Master's degree is desired.	And	5 years of	Experience in student advising, student recruiting, and/or student program coordination in areas such as admissions, recruitment, scholarship or related area. Prefer 2 years of experience directly supervising full-time employees.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of admission requirements and academic program knowledge.
Knowledge of recruitment, admission, and scholarship practices and processes.
Knowledge of marketing and promotional practices.
Excellent interpersonal skills and commitment to customer service to include paying attention to detail and following through with customers.

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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