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## Auburn University Job Description

Job Title: **Dir, Pharm Student Recruit**

Job Family: No Family

Job Code: **AD20**

Grade SR13 \$70,000 -\$126,000

FLSA status: Exempt

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### Job Summary

Reporting to the Associate Dean for Academic Programs, the Director of Pharmacy's Student Recruitment directs the recruitment of students for the Harrison School of Pharmacy (HSOP) and provides guidance and direction to prospective students. Consistently evaluates recruiting strategy and results, making changes required in response to ongoing changes in market conditions.

### Essential Functions

1. Promotes the HSOP's professional and graduate academic programs by interfacing with a variety of individuals and organizations, both internal and external to Auburn University. These activities are conducted via in-person meetings and using virtual connections. Target audiences and venues include college and university campuses, high schools, student advisors, professional organizations, HSOP alumni, and other Auburn University events.
2. Provides information and counseling to prospective students and their families concerning admission to the HSOP to assist in the application process. Communicates with other personnel in Office of Academic Programs to assure that applicants expressing a high level of interest in the HSOP receive prompt attention.
3. Coordinates visits of prospective students to the Auburn and Mobile Campuses in conjunction with other HSOP staff members and Student Ambassadors.
4. Develops marketing materials, including use of social media sites.
5. In conjunction with other HSOP/AU staff, develops and maintains a customer relations platform (e.g., Salesforce) for systematic tracking of and marketing to prospective students and other contacts

### 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 Healthscience, Marketing, Business, STEM fields, and other related health science related field. PharmD preferred.
<b>Experience (yrs.)</b>	5	Experience in a health science field related to pharmacy, recruiting, and/or public relations.

#### 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 the pharmacy profession, health care systems, recruiting policies and procedures, marketing and promotional practices.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 talking, hearing, .

Job occasionally requires standing, walking, sitting, reaching, and lifting up to 10 pounds.

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

Date: 11/10/2022

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