



JOB INFORMATION

| | |
|-------------------------|----------------------------|
| Job Code | AD20 |
| Job Description Title | Dir, Pharm Student Recruit |
| Pay Grade | SR13 |
| Range Minimum | \$75,040 |
| 33rd % | \$95,050 |
| Range Midpoint | \$105,060 |
| 67th % | \$115,060 |
| Range Maximum | \$135,070 |
| 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 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.

RESPONSIBILITIES

- 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.
- 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.
- Coordinates visits of prospective students to the Auburn and Mobile Campuses in conjunction with other HSOP staff members and Student Ambassadors.
- Develops marketing materials, including use of social media sites.
- 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

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

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

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 Healthscience, Marketing, Business, STEM fields, and other related health science related field. PharmD preferred. | and | 5 years of | Experience in a health science field related to pharmacy, recruiting, and/or public relations. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None 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 | | | |

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.