
Auburn University Job Description

Job Title: **Asst Dir, Personalized Visits**

Grade: SR10 \$48,800 - \$83,000

Job Code: **AD23**

FLSA status: Exempt

Job Family: Student Resources

Job Function: Admissions & Recruitment

Job Summary

Reporting to the Associate Director of Transfer Admissions & Recruitment Programming, the Assistant Director of Personalized Visits oversees all individualized visits for prospective students, families, and related groups to enhance the overall student experience.

Essential Functions

1. Oversees the daily personalized on-campus visits program. Develops the programming for all aspects of the personalized visit program. Manages the registration process, planning including accommodations and payment processes. Oversees the coordination of schedules, department visits, meals, housing tours, and other on-campus personalized visit experiences.
2. Evaluates the personalized campus visit experience through developing surveys, benchmarking, and updating best practices. Implements opportunities for continuous improvement based on results. Develops and plans strategies and programs to increase visits for targeted applicant pools and tracks the effectiveness of these programs and implementations.
3. Identifies key partnerships for personalized visits. Works with both internal and external stakeholders in an effort to provide a positive campus visit and enrollment process. Manages the Office of President's Concierge Office.
4. Develops a communication plan for personalized visits in conjunction with university leadership, undergraduate admissions communication and college communications.
5. Provides full supervision and management of program staff. Develops and manages training opportunities throughout the year for admissions staff in order to ensure up-to-date information is provided to prospective students.
6. Manages all aspects of the personalized visits program budget.

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.

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> |
|--------------------------|-------------------|--|
| Education | Bachelor's Degree | Bachelors Degree with no specific discipline. |
| Experience (yrs.) | 5 | Experience in admissions processing, enrollment services, and/or student recruiting. |

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

Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills. At least two years supervisory experience.

Certification or Licensure Requirements

None required.

Pre-Employment Screening Requirements

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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 50 pounds.

No special vision requirements are required.

Date: 7/14/2023
