
Auburn University Job Description

Job Title: **Dir, Enrollment Svcs Ops**

Job Family: No Family

Job Code: **AD25**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

Job Summary

Directs and oversees the development and maintenance of operations facilitating and supporting the Office of Admissions and Scholarships.

Essential Functions

1. Oversees the recruiting and student information system data and reporting.
2. Oversees the admissions area to include application and admission decision processes, tuition deposit processes, orientation assistance, and all application/decision communications.
3. Oversees the development, implementation and maintenance of the recruiting communications.
4. Facilitates and coordinates the development, implementation, and maintenance of IT support and services and serves as liaison to the University Office of Information Technology.
5. Oversees the use of the telecounseling center.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Four-year college degree	Degree in Educational Administration, Communications or related field
Experience (yrs.)	8	Experience in public relations, student recruiting, admission processes, and/or program/function coordination with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience directly supervising full-time employees.

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 admissions policies and procedures and communications practices.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

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

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 sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 3/28/2017
