

JOB INFORMATION

Job Code	AD67
Job Description Title	Coord, Enrollment Engagement
Pay Grade	SR09
Range Minimum	\$47,800
33rd %	\$57,360
Range Midpoint	\$62,150
67th %	\$66,930
Range Maximum	\$76,490
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

The Coordinator of Enrollment Engagement is responsible for supporting the Office of Undergraduate Admission's efforts to recruit and enroll diverse and well-qualified students. This position connects to prospective students to guide them through the entire enrollment process at Auburn University. Collaborates with the VIT Program Coordinator and Admission Advisors to provide highly personalized engagement and yield efforts to streamline the onboarding process for students and their families from underrepresented populations and communities.

RESPONSIBILITIES

- Serves as the point of contact for prospective students and families during each stage of the college search and enrollment process through a welcoming and inclusive recruitment experience.
- Collaborates with campus stakeholders to advise students and parents over the phone, online, or in-person through highly personalized interactions that provide information about Auburn's admissions process, scholarship opportunities, academic programs, and educational and extra-curricular opportunities.
- Attends recruitment events as part of the Undergraduate Admissions staff including on- and off-campus recruitment events, Experience Auburn and VIT visits and college and campus partner programming. Provides information sessions for visiting prospective students groups on-campus.
- Assists with streamlining the admission, enrollment, and Financial Aid processes, and looks for opportunities to leverage financial aid and create affordable paths for students.
- Serves as the direct contact and develops an outreach and communication plan for community-based organizations.
- Participates in the admissions process of students to include, but not limited to, reviewing applications, and recommending students for admission.
- Trains and develops a program staff including Admission Advisors and graduate assistants.
- Develops an outreach and communication plan for community-based organizations and train advisors on the program.
- Performs other duties as assigned by the supervisor.

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 Marketing, Education, Hospitality Management, Business or related.	And	5 years of	Experience in public relations, marketing, recruiting, advising, and/or counseling.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundamental concepts, practices, and procedures in advising, recruiting, and/or counseling.	And
Knowledge of admission requirements, documentation requirements, and academic program.	And
Knowledge of recruitment practices, admission processes, and scholarship processes.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

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