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## Auburn University Job Description

Job Title: **Personalized Visit Advisor III, Admissions** Grade: SR08: \$40,100 - \$64,200

Job Code: **AD83**

FLSA status: Exempt

Job Family: Student Resources

Job Function: Admissions & Recruitment

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### Job Summary

The Advisor of Personalized Visits schedules, plans and hosts private individualized tours of Auburn University for prospective students. Coordinates all aspects of the individual visit to include comprehensive planning, development, and execution.

### Essential Functions

1. Recruits and enrolls prospective students by advising the students and parents over the phone, online; or in person to provide information about Auburn's admissions process, scholarship opportunities, academic programs and educational and extra-curricular opportunities.
2. Coordinates all aspects of campus visits for special populations. The coordination of the visit includes comprehensive planning, development, management, execution, and all day interaction with prospective students and family.
3. Communicates with faculty, staff, and current students during the planning of personalized campus visits.
4. Coordinates billing processes and maintains accurate records.
5. Participates in the admissions process of students to include but not limited to, reviewing applications and recommending students for admission.
6. Presents campus tour informational sessions, and assists with phone calls, and walk-in appointments for the Office of Undergraduate Admissions.
7. May serve as a lead to other advisors.
8. Assists with special projects or initiatives.

### 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>
<b>Education</b>	Bachelor's Degree	Bachelors Degree with no specific discipline.
<b>Experience (yrs.)</b>	4	Experience in admissions processing, enrollment services, 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

Knowledge of communication, public speaking, marketing, recruiting, advising, and/or counseling.

#### Certification or Licensure Requirements

None required.

#### Pre-Employment Screening Requirements

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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 25 pounds.

No special vision requirements.

Date: 7/14/2023

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