



**JOB INFORMATION**

Job Code	BB40
Job Description Title	Mgr, Recruiting Svcs
Pay Grade	AT06
Range Minimum	\$48,550
33rd %	\$58,260
Range Midpoint	\$63,110
67th %	\$67,970
Range Maximum	\$77,680
Exemption Status	Exempt
Approved Date:	11/13/2019 5:14:46 PM
Legacy Date Last Edited	5/15/2018

**JOB FAMILY AND FUNCTION**

Job Family:	Athletics
Job Function:	Athletics Student Support Services & Academic Support

**JOB SUMMARY**

Manages and oversees programs for Auburn University Athletics Olympic Sports to facilitate recruiting efforts.

**RESPONSIBILITIES**

- Oversees the management of activities and services related to the recruitment and entertainment of prospective student-athletes while visiting campus.
- Serves as primary contact to coaches in support of recruiting efforts and the generation of best practices. Oversees the execution of recruiting forums, surveys, and individual coaches' meetings to assist in providing coordination with recruiting efforts within the department. Coordinates and oversees annual recruiting summit to determine best practices for recruitment for the following year.
- Collaborates with University Admissions to ensure prospective student-athletes are provided information about Auburn's programs and educational opportunities.
- Develops and disseminates recruitment surveys to incoming and current student-athletes in order to provide data and support to recruiting efforts. Develops databases to include prospective student-athlete information to provide to coaching staffs.
- Coordinates with Communications & Marketing Department to develop materials showcasing sports teams, facilities, and departments to promote Auburn University Athletics. Oversees the development of newsletters and calendar of events.
- Coordinates and oversees events surrounding recruiting efforts designed to enhance the reputation, scope and influence of Auburn Athletics with internal and external stakeholders. Organizes and manages the logistics of events, including: guest lists, mailings, securing various vendors (hotels, meals, rentals, entertainment); prepares event summaries for administration, coaches, and staff; ensures prospective student-athletes and families' needs are met to achieve and assure successful recruitment events.
- Manages and monitors budget operations associated with recruitment events.
- Works closely with compliance and complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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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 Sports Administration, Business or relevant field.	And	5 years of	Experience in athletics recruitment at the college/university level to include athletics recruitment programs and services.	

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of NCAA and SEC rules and regulations relating to recruitment efforts. And

### 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		
Temperature Change			X		
Atmospheric Conditions			X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration			X		

**Vision Requirements:**

Ability to see information in print and/or electronically.