

### JOB INFORMATION

Job Code	EH29
Job Description Title	Asst Dir, Campus Visit &Events
Pay Grade	SR10
Range Minimum	\$51,790
33rd %	\$63,870
Range Midpoint	\$69,910
67th %	\$75,960
Range Maximum	\$88,040
Exemption Status	Exempt
Approved Date:	6/7/2024 2:49:22 PM
Legacy Date Last Edited	10/4/2019

### JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

### JOB SUMMARY

Reporting to the Associate Director of Transfer and Admissions & Recruitment Programming, the Assistant Director of Campus Visit and Events enhances the overall student experience and assists prospective students and families throughout the admissions process. This role involves overseeing all campus tours and events for prospective students, families, and related groups as well as providing admissions advising and admissions evaluation and decision making for an assigned recruitment territory. Additionally, this position serves as a member of the leadership team and assists in the management of student application evaluation and engages with various stakeholders to expand Auburn's footprint throughout the state of Alabama and across the nation.

### RESPONSIBILITIES

- Oversees the daily campus visit program including coordination of campus tours and other on-campus tour experiences. Assists in executing all large on-campus and off-campus recruitment and yield events. This includes the assessment of campus visit and recruiting event survey results, making recommendations to enhance recruitment programming based on the evaluation of results. Manages the budgets related to campus events and campus visits.
- Advises Student Recruiters, student organizations, and manages campus partners related to campus visits.
- Provides full supervision and management to the Campus Event Coordinator, Campus Tour Coordinator, Student Recruiters and staff to ensure the office, events, and other recruitment programs are properly staffed.
- Represents the university and its programs to the general public at in-state and out-of-state recruitment events, including high school and college visits, college fairs, visits to schools and community-based organizations, receptions, interviews, information sessions, presentations, and outreach. Incorporates transfer recruitment strategy into assigned territory.
- Builds and cultivates key relationships and partnerships with constituents, such as: secondary school communities, community-based organizations, Alumni, and professional organizations.
- Advises prospective undergraduate applicants and their families regarding academic programs, extracurricular opportunities, admissions policies and procedures. This interaction may include phone, in-person, or written contacts. In-person contacts may include group presentations in addition to individual interviews. All interactions must provide strong customer service and must clearly articulate the advantages of the undergraduate experience and must be accurate in describing admissions policies, criteria and procedures.
- Assists with all phases of the application processing, including timely review of applications and admission decisions from an assigned set of high schools. File review activities include monitoring files for completeness, ensuring accurate and fair decisions, fielding questions from applicants, and notifying the secondary readers of significant exceptions requiring review.

## RESPONSIBILITIES

- Special projects and other duties as assigned including, but not limited to projects pertaining to scholarship coordination, campus visit & events, transfer & special populations, student employment, communication coordinator, or other special projects.

## 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 Public Relations, Communications, Marketing, Business, Education, or related field.	and	5 years of	Experience in public relations, student recruiting, and/or program/function coordination with progressively increasing levels of responsibility and accountability. Prefer 2 years of experience directly supervising full-time employees.	Or

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Auburn University programs, accounting and budgeting principles, and assessment.	
Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills.	

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support
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## 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		

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing				X		
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures			X		
Hazards			X		
Wet and/or humid			X		
Noise			X		
Chemical			X		
Dusts			X		
Poor ventilation			X		

### **Vision Requirements:**

Ability to see information in print and/or electronically.