
Auburn University Job Description

Job Title: **Dir, Admin Svcs-Grad School**

Job Family: No Family

Job Code: **AA08***

Grade 34: \$44,300 - \$73,700

FLSA status: Exempt

Job Summary

Responsible for ensuring admission requirements are met for all potential students for graduate programs as well as overseeing the admissions staff.

Essential Functions

1. Finalizes admissions/rejections of domestic students and generate appropriate official letters for those students.
2. Recruits students and potential students to the departments across the university for programs and/or projects.
3. Serves as the department office manager, building manager and department file custodian ensuring that all policies, procedures, and training guidelines are carried out for all areas.
4. Serves as the University HIPAA (Health Insurance Portability and Accountability Act) Compliance Officer ensuring the program is administered properly and within federal guidelines.
5. Aids and assists faculty, staff and graduate students in answering questions and concerns and providing guidance on proper department procedures.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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 Management, Psychology or related field
Experience (yrs.)	3	Experience in business operations and personnel management

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 business operations and Health Insurance Portability and Accountability Act (HIPAA) regulations.

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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires standing, reaching, and lifting more than 100 pounds.

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

Date: 12/15/2011
