
Auburn University Job Description

Job Title:	Dir, Graduate Admissions	Job Family:	No Family
Job Code:	AA08	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Directs and oversees the development and maintenance of operations facilitating and supporting the Office of Graduate Admissions, as well as being responsible for ensuring admission requirements are met for all potential students for graduate programs as well as overseeing the graduate admissions staff.

Essential Functions

1. Oversees the admissions area, including admission decision processes, and all application and decision communications.
2. Oversees graduate student admissions information system data and reporting; serves as the administrator for the Graduate School's online application system.
3. Recommends and implements policies and procedures pertaining to the admission of AU graduate students.
4. Recruits students and serves as a liaison, connecting potential students with departments and Graduate Program Officers across campus.
5. Assists prospective graduate students (both international and domestic) with the admissions process, including the submission of application materials and other required documentation.
6. Provides guidance to faculty, staff, and graduate students on proper admissions procedures, specific program requirements, and other inquiries.
7. Acts as a representative of the Graduate School in dealings with faculty, administrators, and prospective students.

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.

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	Master's Degree	Degree in Management, Psychology or related field
Experience (yrs.)	5	Experience in admissions policies and procedures, immigration regulations, and admissions applicant tracking system

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of academic/business operations

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: 1/25/2019
