
Auburn University Job Description

Job Title:	Asst Dir, Univ Recruitment	Job Family:	No Family
Job Code:	AA17	Grade 34:	\$44,300 - \$73,700
FLSA status:	Exempt		

Job Summary

Assists the Director of University Recruitment to oversee territory managers in reaching enrollment goals, creating recruitment strategies and establishing university recruitment goals.

Essential Functions

1. Establishes university student recruitment goals for each territory and each territory manager.
2. Assists in directing the university recruitment strategy by working with territory managers to determine strategy based on existing and evaluated recruitment data.
3. Works with territory managers to create opportunities to enhance relationships in their territories by partnering with high school guidance counselors and alumni.
4. Assists the University Recruitment Director, territory managers, and event planners to plan and coordinate advisory board meetings, newsletters, and other contact information that may be useful in recruiting students.

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, Communications or related field
Experience (yrs.)	2	Experience in public relations, student recruiting, and/or program/function coordination

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 recruiting policies and procedures, marketing and promotional practices.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 2/10/2012
