
Auburn University Job Description

Job Title: **Dir, Eng Recruit & Scholarship**

Job Family: No Family

Job Code: **AA42**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

Job Summary

Directs and oversees the Samuel Ginn College of Engineering's K-12 Outreach Programs, high school and transfer student recruitment, and scholarship awards functions.

Essential Functions

1. Directs the recruitment activities of the college through the establishment of recruitment targets and assessment of annual outcomes.
2. Directs and oversees the process for awarding scholarships to current and prospective students.
3. Acts as a liaison to all offices and departments within the College of Engineering regarding recruitment and scholarships; serves on university-level committees in this capacity.
4. Directs on-campus outreach programs including summer engineering camps and other special events.
5. Directs the K-12 Outreach Programs of the College of Engineering including the coordination of existing activities and the development of new programs.
6. Leads and directs the development of communications strategies and materials related to recruitment, outreach, and scholarship activities.

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	Four-year college degree	Degree in Engineering, Education, Business, or related field
Experience (yrs.)	8	Experience in student recruitment or academic advising in a higher education environment with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience directly supervising full-time employees.

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 student recruiting practices, scholarship policies and procedures, and budgeting principles.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, and lifting up to 50 pounds.

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

Date: 3/28/2017
