Auburn University Job Description

Job Title: Coord, Student Recruiting
Job Code: AA66
FLSA status: Exempt

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.
Auburn University Job Description

Minimum Required Education and Experience

<table>
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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>Bachelor’s degree required - no specific discipline</td>
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<tr>
<td>Experience (yrs.)</td>
<td>1</td>
<td>Experience in public relations, marketing, recruiting, advising,</td>
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<td>counseling, and/or event planning.</td>
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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 recruitment techniques, educational institutions, public relations, marketing, organization methods, management of records, common computer applications/software such as Microsoft Word, Excel, Powerpoint and/or scheduling and event planning.

Certification or Licensure Requirements
Valid Driver’s License required.

Physical Requirements/ADA
No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 3/13/2017