
Auburn University Job Description

Job Title: **Coord, Student Recruiting**

Job Family: No Family

Job Code: **AA66**

Grade 31: \$31,300 - \$52,100

FLSA status: Exempt

Job Summary

Coordinates all aspects of the recruitment of students for a college or school including but not limited to planning recruitment events, prospective student meetings, and establishes communication plans for accepted and interested students.

Essential Functions

1. Plans and visits campuses, high schools, student organizations, and high school advisors for off-campus recruiting events. Provides academic planning and advising to potential students. Promotes and represents the college/school answering any questions prospects may have.
2. Plans and executes on-campus recruiting events, coordinates schedules, classroom and department visits, meals, transportation, registration, and promotional materials. Serves as primary point of contact for events.
3. Meets with prospective students and families to provide information on admission requirements, degree programs, career options, and extracurricular activities.
4. Coordinates participation of staff and/or alumni for recruitment events. Schedules meetings with faculty and staff with potential students for advising and recruitment purposes.
5. Collaborates with central campus for recruitment events, participating in events serving as a liaison for the college/school.
6. Follows up with interested students, coordinating additional meetings if necessary.
7. Prepares acceptance packages for accepted students.
8. Participates in the development of operating goals and objectives for the unit; recommends, implements, and coordinates methods and procedures to enhance operations, as appropriate to unit.
9. Performs miscellaneous job-related duties as assigned.

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	Bachelor's degree required - no specific discipline
Experience (yrs.)	1	Experience in public relations, marketing, recruiting, advising, counseling, and/or event planning.

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
