

---

## Auburn University Job Description

Job Title:	<b>Dir, MBA Admissions and Ops</b>	Job Family:	No Family
Job Code:	<b>AD06</b>	Grade 36:	\$58,500 - \$97,600
FLSA status:	Exempt		

---

### Job Summary

Directs MBA admissions and program operations which includes student recruiting, interviewing, and admissions.

### Essential Functions

1. Directs MBA Program admissions for the on-campus full-time and the graduate outreach MBA Program.
2. Makes referrals and placements for MBA students (Graduate Research Assistantships and job assignments) with College of Business faculty, academic departments, and centers.
3. Creates and maintains applicant spreadsheet and admissions data to respond to surveys and questionnaires.
4. Develops MBA orientation week activities and schedule.
5. Coordinates all facets of video classrooms utilization, distance learning technologies, and non-routine scheduling with graduate outreach program partners [College of Engineering].
6. Creates web-based information profiles used in placements for advertising and marketing of the MBA Program.
7. Creates ads and profiles for print media used in Auburn MBA recruiting efforts.
8. Assists with MBA Strategy Case Analysis and Presentation.
9. Assists College of Business Network and Media Services director and professional staff with maintenance and service of the MBA Computer Lab and Lounge and works with NaMS staff to maintain MBA web site information and links.
10. Responds to special needs requests from College of Business faculty.

### 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.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Masters Degree	Degree in Education, Management, Counseling, Business Administration or related field
<b>Experience (yrs.)</b>	5	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 graduate school admissions policies. Knowledge of student counseling concepts and principles.

#### **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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands.

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 12/15/2011

---