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## Auburn University Job Description

Job Title: **Coord, Admissions & Records**

Job Family: No Family

Job Code: **AD09\***

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

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### Job Summary

Oversees and coordinates the day-to-day activities and functions of one or more units within Admissions and Records.

### Essential Functions

1. Assists in the planning, development, and/or the execution of strategies and services for Admissions and Records.
2. Monitors and tracks spending to ensure it is within budget guidelines and policy.
3. Assists students and/or parents with admissions and records related issues such as (but limited to) transcripts, applications processing, student correspondence, transfer credit, grading, and/or University or college/school policy and procedure.
4. Monitors activities/services to ensure relevant guidelines, policies, and/or procedures are followed.

### 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

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree in Educational Administration, Communications or related field
Experience (yrs.)	5	Experience in program/function coordination, record management, and/or admission processes

#### 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 state and federal laws and policies as related to residency requirement and records retention to include Family Educational Rights and Privacy Act (FERPA).

#### Certification or Licensure Requirements

None Required.

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### 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 sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 12/15/2011

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