
Auburn University Job Description

Job Title: **Coord, Diversity Recruitment**

Job Family: No Family

Job Code: **AD15**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Develops, coordinates, plans, and implements diversity initiatives designed to expand a more diverse and inclusive student body. May also lead and facilitate recruitment events designed to attract potential underrepresented groups.

Essential Functions

1. Coordinates the planning, implementation, and campus coordination of an undergraduate and/or graduate recruiting plan, including under-represented groups.
2. Identifies and targets recruiting efforts for undergraduate and/or graduate students, including under-represented groups.
3. Coordinates on campus events for recruiting and other school/college activities.
4. Coordinates with program officers and other program representatives to facilitate the recruitment of prospective undergraduate and/or graduate students, including underrepresented students.
5. Assists with the development of program strategies, priorities, methods, systems, staffing plans, and business plans designed to enhance the experience of the undergraduate and/or graduate student population.
6. May develops publications directed at the recruitment of minority students and other special recruiting programs.
7. Coordinates applications for Graduate School sponsored awards and fellowships.

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	Degree in Management, Psychology, Communications or related field
Experience (yrs.)	4	Experience in public relations, marketing, and/or student recruitment

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 recruiting policies and procedures, marketing and promotional practices.

Certification or Licensure Requirements

Valid Driver's License

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, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, 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: 4/25/2016
