
Auburn University Job Description

Job Title:	Dir, Pharm Student Recruit	Job Family:	No Family
Job Code:	AD20	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Directs the recruitment of students to School of Pharmacy and evaluates applicants.

Essential Functions

1. Visits campuses, high schools, student organizations, advisors, and advisors organizations in order to promote the career opportunities available to graduates of the School of Pharmacy.
2. Provides information to prospective students and student advisors via telephone, e-mail, and correspondence.
3. Reviews and prioritizes student applications for admission and evaluates the most promising.
4. Develops marketing materials and maintains School of Pharmacy website.
5. Participates in various pharmacy school organizations and university events such as PPE Class, War Eagle Days, and alumni functions.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.)	6	Experience in a medical field related to pharmacy and public relations

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 the pharmacy profession, health care systems, recruiting policies and procedures, marketing and promotional practices.

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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires talking, hearing, .

Job occasionally requires standing, walking, sitting, reaching, and lifting up to 10 pounds.

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

Date: 12/15/2011
