
Auburn University Job Description

Job Title: **Exec Dir, Enrollment Services**

Job Family: No Family

Job Code: **AD21**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Provides direction and coordination for student enrollment services.

Essential Functions

1. Coordinates on campus, enrollment related programs for high schools and counselors.
2. Reviews and provides resolution to admission appeals.
3. Assists in the development and monitoring of student enrollment goals.
4. Provides professional administrative support to include, but not limited to, budgeting, staff development, operations supervision, and representing the Dean of Enrollment Management in meetings and at functions.
5. Completes special projects related to enrollment services at the Dean's request.

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	Masters Degree	Degree in Educational Administration, Communications or related field
Experience (yrs.)	8	Experience in higher education administration and enrollment management services

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.

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 sitting, talking, hearing, .

Job occasionally requires standing, walking, .

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

Date: 12/15/2011
