
Auburn University Job Description

Job Title: **Dir, University Recruitment**

Job Family: No Family

Job Code: **AD23**

Grade 36: \$58,500 - \$97,600

FLSA status: Exempt

Job Summary

Directs Auburn University Recruitment programs and efforts.

Essential Functions

1. Designs, develops, and implements the University's undergraduate recruitment process.
2. Monitors and assesses processes to ensure effectiveness, efficiency, and alignment with University and diversity goals.
3. Directs the operations of the Office of University Recruiting.
4. Serves as a senior member of the management team for Enrollment Management as well as representative of the Executive Director of Admissions in administrative University meetings and committees.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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.)	8	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 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.

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, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 12/15/2011
