Auburn University Job Description

Job Title: Asst Dir, Recruit Programming
Job Code: AD35
FLSA status: Exempt

Job Summary
Assists the Director of University Recruitment through oversight and management of campus visit programming and other recruitment-related events.

Essential Functions
1. Directs and oversees the personnel and activities related to daily campus visits, tours, and other programming.
2. Manages and oversees on- and off-campus recruitment events to include, but not limited to, War Eagle Days, TALONS, receptions, ect.
3. Manages the selection, training, and daily activities of student recruiters who host campus tours and assist at recruitment events.
4. Establishes and maintains relationship with vendors and other entities, both internal and external to campus, necessary for successful recruitment events.
5. Establishes and maintains relationship with Campus Partner representatives in individual colleges/schools to ensure the most up-to-date information from across campus is utilized in recruitment activities.

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

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>Degree in Management, Psychology, Communications, or related field</td>
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<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in public relations, student recruiting, or event management with progressively increasing levels of responsibility and accountability. Must have at least 2 years experience directly supervising full-time employees.</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of recruiting policies and procedures, marketing, and promotional practices

Certification or Licensure Requirements
None Required

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, talking, hearing, .

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date: 3/28/2017