Auburn University Job Description

Job Title: Interim Dean, Enrollment Svcs
Job Code: AD37
FLSA status: Exempt

Job Summary
Provides strategic leadership and execution in advancing Auburn University recruitment and enrollment goals in accordance with its mission, vision, and strategic plan.

Essential Functions

1. Oversees and provides strategic direction and support to the admissions, recruitment (including the planning and execution of recruitment events), strategic enrollment management, and scholarship administration.
2. Oversees the development of recruiting and admissions materials, printed and electronic, and recruitment strategies that align with the institution's brand.
3. Identifies target audiences, establishes enrollment goals, and develops and executes effective enrollment management plans designed to attract students.
4. Serves on the Enrollment Management Council and provides frequent enrollment updates to the University's leadership.

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.
## Auburn University Job Description

### Minimum Required Education and Experience

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<th>Focus of Education/Experience</th>
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<tr>
<td>PhD</td>
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**Experience (yrs.)**

Experience in enrollment management, academic affairs, student success, budgeting, marketing, and data analysis and reporting in an academic unit.

### 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 academic policy, enrollment management policies, and initiatives to support student success.

### 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, handling objects with hands, .

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

Date: 12/16/2016