
Auburn University Job Description

Job Title:	Mgr, Transfer Stu Recruit	Job Family:	No Family
Job Code:	AD54	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Reporting to the Associate Director of Transfer Admission & Recruitment Programming, the Manager of Transfer Student Recruitment manages the development and implementation of transfer admissions and recruitment programs and processes.

Essential Functions

1. Manages the transfer and international admissions advisors, meets with transfer students and international students, coordinates coverage of college fair programs, and manages transfer inquiry and applicant follow-up. Responsible for the daily supervision, training, and evaluation of transfer/international admissions advisors which includes answering general questions, communicating important information and updates, leave approval, onboarding and training, and performance reviews.
2. Oversees the daily operations of transfer advising and recruitment which includes monitoring applicant communication, processes, deadlines, and assignments.
3. Responsible for modeling the customer service experience to prospective transfer students and their families, community college counselors, transfer student visitors, and various third party organizations serving transfer students.
4. Manages the advising of prospective transfer and international students in person, by telephone, mail and e-mail in regard to admissions requirements.
5. Assists the department with traditional student recruitment as needed, implementation and evaluation of all programs and efforts, which seek to enroll an academically talented and culturally diverse student body.
6. Serves as the liaison to community college counselors.
7. Performs other related duties as assigned.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Communication, Business, Public Relations, Marketing, Education, Hospitality Management, or related field.
Experience (yrs.)	5	Experience in advising, public relations, and/ or customer service. Preferably experience in a higher education environment. 1 year of supervisory experience preferred.

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 admission requirements, documentation required, and academic program knowledge. Knowledge of recruitment, admission, and scholarship practices and processes.

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.

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 standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires reaching, .

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

Date: 10/14/2020
