Auburn University Job Description

Job Title: Coord, Recruiting Admin Svcs
Job Code: BA51*
FLSA status: Exempt

Level I Grade 30 $28,000 - $46,700
Level II Grade 31 $31,300 - $52,100
Level III Grade 32 $35,000 - $58,400

Job Summary
Coordinates a variety of activities and administrative functions related to recruitment of prospective student-athletes.

Essential Functions
1. Oversees and coordinates various student groups and organizations that provide assistance to the athletic department in hosting prospective student-athletes during official/unofficial visits to campus.
2. Coordinates the administrative function that develops and maintains appropriate information on prospective student-athletes.
3. Oversees correspondence and documentation related to official/unofficial visits of prospective student-athletes.
4. Compiles related information needed to maintain official NCAA/SEC recruiting records.
5. Coordinates the collection of appropriate information regarding prospective student-athletes through various sources including, but not limited, to recruitment rating services, coaches, and counselors.
6. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

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.
## Auburn University Job Description

### Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision.</td>
<td>Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.</td>
<td>High school diploma or equivalent plus 4 years.</td>
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<tr>
<td>II</td>
<td>Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision.</td>
<td>Knowledge of extensive body of rules, precedents, procedures applicable to administrative support work.</td>
<td>High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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</table>

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
Auburn University Job Description

Minimum Required Education and Experience

Level I  High school diploma or equivalent plus 4 years.
Level II  High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education
High School Diploma or equivalent

Focus of Experience
Experience in public relations, marketing, and/or recruiting

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.

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, and lifting up to 25 pounds.

Job occasionally requires reaching, handling objects with hands, .

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

Date:  2/18/2011