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## Auburn University Job Description

Job Title: **Asst Dir, Campus Visit & Events**

Job Family: No Family

Job Code: **EH29**

Grade SR10 \$48,800 - \$83,000

FLSA status: Exempt

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### Job Summary

Reporting to the Associate Director of Transfer and Admissions & Recruitment Programming, the Assistant Director of Campus Visit and Events oversees all campus tours and events for prospective students, families, and related groups to enhance the overall student experience.

### Essential Functions

1. Oversees the daily campus visit program and on-and-off campus events. Manages the event budget.
2. Oversees the coordination of campus tours, housing tours, Recreation and Wellness Center tours and other on-campus tour experiences. Coordinates and conducts information sessions during campus visits. Works with staff to manage tour attendance.
3. Oversees the recruitment events both on-and-off campus to include, but not limited to, War Eagle Days, Talons, receptions, counselor events, and admitted student events. Works with staff to coordinate recruiting event programming.
4. Evaluates campus visit and recruiting event survey results. Makes recommendations to enhance recruitment programming based on the evaluation of results.
5. Manages campus partner relationships to provide a positive experience for prospective students during campus visits.
6. Advises Student Recruiters, student organizations, and manages campus partners related to campus visits.
7. Provides full supervision and management to the Campus Event Coordinator, Campus Tour Coordinator, Student Recruiter and staff to ensure the office, events, and other recruitment programs are properly staffed.

### 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>
<b>Education</b>	Four-year college degree	Degree in Public Relations, Communications, Marketing, Business, Education, or related field.
<b>Experience (yrs.)</b>	5	Experience in public relations, student recruiting, and/or program/function coordination with progressively increasing levels of responsibility and accountability. Prefer 2 years of experience directly supervising full-time employees.

#### **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 Auburn University programs, accounting and budgeting principles, and assessment. Ability to communicate effectively, maintain complex scheduling and calendars, strong interpersonal and organizational skills.

#### **Certification or Licensure Requirements**

None Required.

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### 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, sitting, talking, hearing, .

Job occasionally requires walking, reaching, and lifting up to 50 pounds.

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

Date: 10/4/2019

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