
Auburn University Job Description

Job Title: **Assoc Dir, Admissions**

Job Family: No Family

Job Code: **AA17**

Grade SR11 \$54,900 - \$93,300

FLSA status: Exempt

Job Summary

Reporting to the Director of Undergraduate Admissions and Operations, The Associate Director of Admissions serves as a member of the senior leadership team within the Office of Undergraduate Admissions and provides leadership and support in the development and implementation of the undergraduate recruitment plan, oversees key recruitment strategies, and assists the Director of Admissions in the administration of the Office of Admissions.

Essential Functions

1. Manages and coordinates the first-year student selection process and monitors the review process throughout the recruitment cycle. Develops and updates training materials, Undergraduate Application Review Handbook, review criteria, and evaluation rubrics.
2. Develops the general reading timeline for Admissions Advisors and coordinates with operations staff during selection process to ensure all applications are reviewed in a timely manner.
3. Provides leadership and coordination of the University's undergraduate recruitment and admissions programs to include personnel management, scheduling management, analyzing admissions data, and reviewing territory alignment with staff.
4. Serves as the primary advisor to the Director regarding recruitment programs, management, and operations of the university's recruitment strategy. Assists the Director with the management of recruitment-related resources, determination of staff functions, and setting operating policies for the recruitment-related activity.
5. Establishes university student recruitment goals for each territory and each territory manager. Assists in directing the university recruitment strategy by working with territory managers to determine strategy based on existing and evaluated recruitment data.
6. Works with territory managers to create opportunities to enhance relationships in their territories by partnering with high school guidance counselors and alumni.
7. Assists the Director of Undergraduate Admissions, territory managers, and event planners to plan and coordinate advisory board meetings, newsletters, and useful communications for recruiting students.
8. 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 Management, Psychology, Communications or related field
Experience (yrs.)	7	Experience in public relations, student recruiting, and/or program/function coordination with progressively increasing levels of responsibility and accountability. Must have at least 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 recruiting policies and procedures, marketing and promotional practices.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 11/10/2022
