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## Auburn University Job Description

Job Title: **Asst Dir, Recruitment**

Job Family: No Family

Job Code: **AA18**

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

FLSA status: Exempt

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### Job Summary

Reporting to the Associate Director of Admissions, the Assistant Director of Recruitment oversees Admissions Advisors who are located on- and off-campus. Oversees Admissions Advisors to ensure recruitment and enrollment goals are achieved. Ensures the office, events and other recruitment programs are staffed and supported.

### Essential Functions

1. Oversees the daily operations of the Admission Advisors assigned to incoming out-of-state students to include general questions and answers, communication of important information and updates, financial reimbursements, leave approval, recruitment event participation, and performance reviews.
2. Assists the Director and Associate Director of Admissions with the implementation of recruitment strategies, goals, planning, and enhanced relationships with on and off-campus constituents.
3. Participates in the admissions process of students to include, but not limited to, reviewing applications and recommending students for admission. Manages review of admissions applications by Admissions Advising staff. Participates in Admissions Application Review Committee.
4. Manages the customer relationship management (CRM) and technology initiatives for Undergraduate Admissions.
5. Works with Admission Advisors to create opportunities to enhance relationships in their territories by partnering with high school guidance counselors and alumni.
6. Manages assigned staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations.
7. Works with Freshman Recruitment Manager to ensure the daily operations, tasks and duties and overall goals of Undergraduate Admissions are completed.

### 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 Management, Psychology, Communications, Education, or any related field.
<b>Experience (yrs.)</b>	5	Experience in public relations, student recruiting, and/or program coordination. 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 recruiting policies and procedures. Knowledge of marketing and promotional practices. Knowledge of admission requirements and academic program knowledge. Excellent interpersonal skills and commitment to customer service to include paying attention to detail and following through with customers.

#### **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 sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, handling objects with hands, and lifting up to 50 pounds.

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

Date: 11/10/2022

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