
Auburn University Job Description

Job Title: **Dir, DVM Prof Prog Admission**

Job Family: No Family

Job Code: **AA46**

Grade SR12 \$60,900 - \$109,600

FLSA status: Exempt

Job Summary

Reporting to the Associate Dean of Academic Affairs, the Director, DVM Professional Program Admissions is responsible for the recruitment, identification and enrollment of qualified students into the Doctor of Veterinary Medicine (DVM) professional program.

Essential Functions

1. Develops and administers programs that support the recruitment of highly qualified and diverse applicants, as well the interview evaluation and assessment of applicant competencies for entry to the DVM program. Directs the professional program student selection process and monitors the review process throughout the recruitment cycle.
2. Counsels potential applicants on admissions requirements. Serves as the initial contact with applicants who call, email, and/or come to the CVM Office of Academic Affairs (OAA) seeking assistance and triage applicant requests.
3. Annually reviews and updates predictive algorithms based on assessments for success factors to stratify applicants' experience. Reviews applicant submission packages, converts course level grade point averages to a common scale as needed, rates hands-on experience in working with and/or caring for both large and small animals and evaluates reference information.
4. In collaboration with admissions committee members and Associate Dean, develops and oversees a standard process based on best practices for personal interviews for the purposes of admissions selection that emphasizes the quality of the process before, during and after the interview.
5. Creates training modules for faculty interviewers to ensure the interviews are valid and reliable.
6. Advises the Associate Dean of Academic Affairs regarding recruitment programs, management, and operations of the CVM's recruitment strategy. Establishes student recruitment goals working with leadership, including the Diversity, Equity and Inclusion Officer.
7. Provides leadership and support in the implementation of the recruitment plan and oversees key recruitment strategies.
8. Serves as a member of the leadership team of the CVM OAA.
9. Performs other duties as assigned.

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.

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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|-----------------|---|
| Education | Master's Degree | Degree in Adult Education, Business, Management, Psychology, Communications, Education, or related field. |
| Experience (yrs.) | 5 | Experience in admissions, student counseling/advising, student recruiting, public relations, and/or program coordination with progressively increasing levels of responsibility and accountability. |

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 processing guidelines. Knowledge of recruiting policies and procedures, marketing and promotional practices. Working knowledge of DVM admissions requirements and processes. Strong analytic, interpersonal, written and verbal communication skills. Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.

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.

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, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, 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
