
Auburn University Job Description

Job Title:	Dir, HCOB Recruit & Scholarship	Job Family:	No Family
Job Code:	AB39	Grade SR12:	\$60,900 - \$93,367
FLSA status:	Exempt		

Job Summary

The Director of the Harbert College of Business (HCOB) Recruitment and Scholarship directs and manages recruitment of prospective students, the scholarship award process, and advises the student ambassador organizations with the college.

Essential Functions

1. Directs, manages and leads high school student recruitment efforts of the College. This includes advising the Dean's office in the evaluation of recruitment targets; hosting and/or participating in both on-campus and travel recruitment events; hosting and providing college tours and informational sessions to prospective students and their families; and managing the data associated with prospective students.
2. Directs and oversees the scholarship awards process within the Harbert College. Manages a Scholarship Advisory Committee to assist with the process. Ensures that HCOB scholarships are awarded in accordance with university policy, donor agreement, and college goals.
3. Advises the Harbert College Executive Society, the student ambassador organization, as well as Business Council, the student government organization within the college. The Executive Society provides critical support for hosting prospective families, donors, and alumni; the Business Council serves as a critical liaison between undergraduate students and college leadership. The goal is for the organizations' members to serve the college appropriately and benefit from professional development opportunities.
4. Coordinates with the College's high school outreach for diversity program leaders, ensuring that the broader recruitment strategies align with, and support, the College's diversity efforts.
5. Responsible for notifying and providing the College all communication strategies, as well as print and digital collateral, related to recruitment, scholarships, and other undergraduate student matters.

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 Business, Education, Psychology, or related field.
Experience (yrs.)	6	Experience in student recruitment or academic advising in a higher education environment 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 student recruiting practices, scholarship policies and procedures, and budgeting principles.

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.

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

Job occasionally requires and lifting up to 10 pounds.

No special vision requirements.

Date: 11/10/2022
