
Auburn University Job Description

Job Title: **CADC Recruit & Scholarship Mgr** Grade SR10 \$48,800 - \$83,000
Job Code: **AB42**
FLSA status: Exempt
Job Family:
Job Function:

Job Summary

The CADC Recruit & Scholarship Manager manages the College of Architecture, Design, and Construction's (CADC) K-12 Outreach Programs, High School and Transfer Student Recruitment, and Scholarship Awards Functions.

Essential Functions

1. Manages the recruitment activities of CADC through the establishment of recruitment targets and assessment of annual outcomes.
2. Manages the process for awarding scholarships to current and prospective students.
3. Serves on university-level committees in this capacity and acts as a liaison to all offices and departments within the CADC regarding recruitment and scholarships.
4. Manages on-campus outreach programs including summer camps and other special events aimed at attracting and retaining students.
5. Manages the K-12 Outreach Programs of CADC, along with the three Schools (School of Industrial and Graphic Design, McWhorter School of Building Science, School of Architecture, Planning and Landscape Architecture) including the coordination of existing activities and the development of new programs.
6. Leads and directs the development of communications strategies and materials related to recruitment, outreach, and scholarship activities.
7. Oversees the CADC Ambassador Organization to ensure the organization represents and advocates for the CADC with students, families, and the general public.
8. Develops, manages, and oversees the CADC Recruitment Budget.
9. Performs other related duties as assigned.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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	Bachelor's Degree	No specific discipline
Experience (yrs.)	5	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, budgeting principles, marketing and promotional practices

Certification or Licensure Requirements

Valid Driver's License

Pre-Employment Screening 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.

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, talking, hearing, .

Job occasionally requires reaching, and lifting up to 25 pounds.

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

Date: 5/22/2023
