

JOB INFORMATION

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| Job Code | AD02B |
| Job Description Title | Advisor II, Admissions |
| Pay Grade | SR07 |
| Range Minimum | \$40,580 |
| 33rd % | \$47,340 |
| Range Midpoint | \$50,720 |
| 67th % | \$54,100 |
| Range Maximum | \$60,860 |
| Exemption Status | Exempt |
| Approved Date: | 6/6/2025 4:01:59 PM |

JOB FAMILY AND FUNCTION

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|---------------|--------------------------|
| Job Family: | Student Resources |
| Job Function: | Admissions & Recruitment |

JOB SUMMARY

Recruits students and provides assistance and advice in relation to the admissions process.

RESPONSIBILITIES

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| <ul style="list-style-type: none">• Recruits and enrolls prospective students by advising the students and parents over the phone, online, or in person to provide information about Auburn's admissions process, scholarship opportunities, academic programs and educational and extra-curricular opportunities• Recruits and enrolls prospective students by attending college fair programs, visiting high schools, participating in campus recruitment activities, and/or other recruitment activities. Presents admissions information sessions, assists with calls and email communication, walk-in appointments, and hosts off-campus student meetings.• Collaborates with others within the University by attending training opportunities throughout the year in order to ensure up-to-date information is provided to potential students.• Coordinates recruitment activities and programs and may coordinate/give campus tours.• Participates in the admissions process of students to include, but not limited to, reviewing applications and recommending students for admission.• Provides accurate and timely recruitment, expense, and purchasing reports.• Supports, assists, and implements on-campus and off-campus events to include, but are not limited to, prospective student programs, accepted student programs, and counselor programs.• Assists with achieving individual and overall University goals identified in the strategic plan.• Performs other duties as assigned. |
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SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|---|-----|---------------------|---|--|
| Bachelor's Degree | No specific discipline. Desired: degree in Education, Communications, Marketing, Counseling, Public/Business Administration, or related field. | and | 2 years of | experience in public relations, marketing, recruiting, advising, and/or counseling. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|--|--------------------------------|------------|------------------|--|
| DL NUMBER - Driver License, Valid and in State | | Upon Hire | Required | |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | | | X | |
| Hearing | | | | | X | |
| Repetitive Motions | | | X | | | |
| Eye/Hand/Foot Coordination | | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

Vision Requirements:

Ability to see information in print and/or electronically.