
Auburn University Job Description

Job Title:	VIT Advisor, Admissions	Level I	Grade 31 \$31,300 - \$52,100
Job Code:	AD08	Level II	Grade 32 \$35,000 - \$58,400
FLSA status:	Exempt	Level III	Grade 33 \$39,300 - \$65,500

Job Summary

Reporting to the Coordinator of VIT (Very Impressive Tigers) Program, the VIT Admissions Advisor schedules, plans and hosts private, individual tours of Auburn University for prospective students. Coordinates all aspects of campus visit to include comprehensive planning, development, management, and execution.

Essential Functions

1. 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.
2. Coordinates all aspects of campus visits for special populations to include, but not limited to, high ability students. The coordination of the visit includes comprehensive planning, development, management, execution, and all day interaction with prospective student and family.
3. Communicates with faculty, staff, and current students during the planning of personalized campus visits.
4. Coordinates billing processes and maintains accurate records.
5. Participates in the admissions process of students to include, but not limited to, reviewing applications and recommending students for admission
6. Present campus tour information sessions, assist with phone calls, and walk-in appointments.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Public Relations, Education, Communications, Marketing, Business or related field.

Focus of Experience

Experience in communication, public speaking, marketing, recruiting, advising, and/or counseling.

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 Auburn's programs, ability to form and execute schedules, ability to handle multiple tasks, and all day interaction with prospective student and family.

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.

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

Date: 10/21/2019
