

## JOB INFORMATION

|                         |                            |
|-------------------------|----------------------------|
| Job Code                | AD08B                      |
| Job Description Title   | VIT 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:          | 1/1/1900 12:00:00 AM       |
| Legacy Date Last Edited | 10/11/2022                 |

## JOB FAMILY AND FUNCTION

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

## 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.

## RESPONSIBILITIES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Communicates with faculty, staff, and current students during the planning of personalized campus visits.</li> <li>Coordinates billing processes and maintains accurate records.</li> <li>Participates in the admissions process of students to include, but not limited to, reviewing applications and recommending students for admission</li> <li>Present campus tour information sessions, assist with phone calls, and walk-in appointments.</li> </ul> |
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## SUPERVISORY RESPONSIBILITIES

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

## 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 to 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 | Degree in Public Relations, Education, Communications, Marketing, Business or related field. | And | 2 years of          | Experience in communication, public speaking, marketing, recruiting, advising, and/or counseling. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None 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      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

|                                                            |
|------------------------------------------------------------|
| <b>Vision Requirements:</b>                                |
| Ability to see information in print and/or electronically. |