
Auburn University Job Description

Job Title: **Assoc Dir, Trans Adms& Recruit**

Job Family: No Family

Job Code: **AD35**

Grade SR11 \$54,900 - \$93,300

FLSA status: Exempt

Job Summary

Reporting to the Director of Undergraduate Admissions and Operations, the Associate Director of Transfer Admissions and Recruitment Programming serves as a member of the senior leadership team within the Office of Undergraduate Admissions and provides leadership and support in the development and implementation of transfer admissions and recruitment programs and process, campus visit programming, and other student recruitment-related events.

Essential Functions

1. Provides leadership and coordination of the University's transfer admissions and recruitment programs and process. Oversees the transfer student admissions process. Selects, trains, and directs the efforts of the Transfer Student Recruiter Coordinator and the transfer admissions and recruitment unit.
2. Serves as the primary advisor to the Director regarding recruitment programs, management, and operations of the university's transfer recruitment and admission strategy. Assists the Director with the management of recruitment-related resources, determination of staff functions, and setting operating policies for the transfer recruitment and admission related activity.
3. Establishes University's visit experience goals and manages the prospective student visitation experience strategy. Annually develops, executes and evaluates visitation opportunities to support the University's new student recruitment goals.
4. Directs and oversees the personnel and activities related to daily campus visits, tours, and other programming. Manages and oversees on- and off-campus recruitment events to include, but not limited to, War Eagle Days, TALONS, prospective student receptions, etc. to ensure a positive experience for perspective students.
5. Manages the selection, training, and daily activities of student recruiters who host campus tours and assist at recruitment events.
6. Establishes and maintains relationships with vendors and other entities, both internal and external to campus, necessary for successful recruitment events.
7. Establishes and maintains relationships with Campus Partner representatives in individual colleges/schools to ensure the most up-to-date information from across campus is utilized in recruitment activities.
8. Performs other related duties as assigned.

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 Management, Psychology, Communications, or related field
Experience (yrs.)	7	Experience in public relations, student recruiting, or event management with progressively increasing levels of responsibility and accountability. Must have at least 2 years of experience directly supervising full-time employees.

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 recruiting policies and procedures, marketing, and promotional practices

Certification or Licensure 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, talking, hearing, .

Job occasionally requires sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

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

Date: 11/10/2022
