
Auburn University Job Description

Job Title:	Coord, Enrollment Operations	Job Family:	No Family
Job Code:	AD38	Grade 32:	\$35,000 - \$58,400
FLSA status:	Exempt		

Job Summary

Coordinates the administrative functions related to undergraduate admission processing, communications and marketing, and/or student services.

Essential Functions

1. Coordinates the administrative functions related to undergraduate admission processing, communications and marketing, and/or student services.
2. Coordinates the communication and marketing efforts, as well as assists with prospective student and program specific efforts within Enrollment Operations, in support of college/school, department, alumni and the University as a whole to include, but not limited to, the development of materials and messaging to be utilized via all communication mediums.
3. Coordinates Enrollment Operations calendars, production schedules and deadlines in order to facilitate processing as well as advising management, internal and external staff on operational matters including, but not limited to, processes, deadlines, assignments, logistical issues, and other administrative matters.
4. Coordinates efforts and communications with the Office of Information Technology and external vendors in order to facilitate the maintenance of systems to meet the needs of campus and external constituents, as well of the functionality of Enrollment Operations. May include, but not limited to, acting as local administrator, assisting with testing and implementation, and researches and implements Banner and CRM best practices.
5. Assists and advises students with academic related issues such as, but not limited to, University or college/school policies and procedures, registration, course selection, scholarship opportunities and processes, and other required university processes.
6. Coordinates the review and maintenance of records such as student transcript evaluation, admission applications, report development and generation, databases and files of communication materials.
7. Assists in annual evaluation of Enrollment Operations of materials, messaging, and processes.
8. Assists in the development and maintenance of Operational budgets.
9. Develops and implements new processes as dictated by changes in University and departmental policies and procedures.
10. Serves as a liaison to departments and users regarding training and support, process documentation, and other data requests. Serves as proxy for the Director or Assistant Director as needed.

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 Business, Marketing, Journalism, Communications, Public Relations, Education, Counseling, Psychology or relevant field.
Experience (yrs.)	4	Experience coordinating administrative support services. At least one year supervising, mentoring, or leading employees. Preferred experience in higher education academic setting to include admissions, communications and/or student services.

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 administrative functions regarding office procedures and practices. Developed supervisory skills.

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.

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.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands,

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 7/10/2018
