
Auburn University Job Description

Job Title: **Coord, VIT Program**

Job Family: No Family

Job Code: **AD40**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

The Coordinator, Very Impressive Tiger (VIT) program oversees the planning, development, and evaluation of the admissions recruitment efforts for VIT program participants. The VIT program includes personalized campus recruitment, individualized admissions advising, and strategic communication.

Essential Functions

1. Plans and executes on-campus visits; in order to coordinate schedules, department visits, meals, maintain website updates and program registration by sending to appropriate team member, schedules and coordinates maintenance for a fleet of golf carts, and registration. Serves as primary point of contact for the admissions process by answering any questions prospects may have.
2. Coordinates on-campus dining for participants of the VIT program during the campus visit, including arranging accommodations and payment processes.
3. Serves as a contact during the admission process and liaison between the VIT students and all faculty/staff at Auburn. Attends recruitment events as part of the Undergraduate Admissions staff.
4. Establishes and maintains relationships with potential students, parents, and campus partners. Meets with prospective students and families to provide information on admission requirements, degree programs, career options, and extracurricular activities
5. Regularly assesses the VIT program and its outcomes in an effort to continuously improve processes, gain efficiency, and further develop the program.
6. Supervises, trains, and develops a program staff including Admission Advisors and graduate assistants.
7. Performs other duties as assigned by the supervisor.

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 Marketing, Education, Hospitality Management, Business, or related field.
Experience (yrs.)	5	Experience in public relations, 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 fundamental concepts, practices, and procedures in advising, recruiting, and/or counseling.
Knowledge of admission requirements, documentation requirements, and academic program.
Knowledge of recruitment practices, admission processes, and scholarship processes.

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, sitting, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires reaching, .

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

Date: 9/4/2019
