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## Auburn University Job Description

Job Title: **Administrator, Personalized Visits**

Grade: SR09 \$45,100 - \$72,200

Job Code: **AD40**

FLSA status: Exempt

Job Family: Student Resources

Job Function: Admissions & Recruitment

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### Job Summary

Works in conjunction with the Assistant Director, Personalized Visits to implement personalized visits for prospective students. Assists with the development of a communication plan and serves as an additional contact throughout the enrollment process.

### Essential Functions

1. Coordinates highly personalized campus visits for special populations of prospective students. Responsible for the coordination of the visit and includes comprehensive, planning, development, management, execution, and all-day interaction with prospective students and families.
2. Assists with the management of the Office of the President's Concierge Office.
3. Manages the personalized visit areas communication with prospective students, parents, high school counselors, and campus partners. Communication would include, but is not limited to, email communication, marketing materials, invitations, presentations and videos.
4. Serves as a liaison for campus partners during the campus visit process.
5. 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. Serves as an additional contact during the admissions process, presents admissions information sessions, and assists with calls and email communication, walk-in appointments, and hosts student meetings.
6. Serves as the supervisor for Graduate Assistants.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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>
<b>Education</b>	Bachelor's Degree	No specific discipline.
<b>Experience (yrs.)</b>	3	Experience in admissions processing, enrollment services, and/or student recruiting.

#### 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

#### Certification or Licensure Requirements

None required.

#### Pre-Employment Screening Requirements

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### 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.

No special vision requirements required.

Date: 7/14/2023

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