
Auburn University Job Description

Job Title: **Mgr, Admissions Processing**

Job Family: No Family

Job Code: **AD47**

Grade SR10 \$48,800 - \$80,000

FLSA status: Exempt

Job Summary

Reporting to the Associate Director of Operations and Processing, oversees the daily operations and supervision of all Admission Processing staff to enhance all processing to ensure a timely turnaround of all application types.

Essential Functions

1. Oversees the daily operations of Admission Processing which includes monitoring productivity of applications and applicant data daily, developing reports to audit data, and training staff on processes and the ongoing evaluation and enhancement for all processing to ensure timely and accurate turnaround of all application types to meet the University's recruitment and enrollment goals.
2. Maintains the Banner student module to include, but not limited to, serving as local administrator, overseeing system testing and implementation, and researching and implementing best practices.
3. Oversees the daily operations of all Admission Processing staff to include general questions and answers, communication of important information and updates, leave approval, onboarding and training, and performance reviews.
4. Assists the Associate Director of Operations and Processing with the implementation of admission, goals, planning and enhancing relationships with on-and off-campus constituents.
5. Directs and oversees the coordination of all undergraduate administrative functions and communications as it relates to admission processes, admission applications, admissions decisions, and enrollment efforts.
6. Coordinates efforts and communications between departments, Office of Information Technology, and software vendors meeting the needs of internal and external constituents through effective system processes and report design.
7. Advises on operational matters including but not limited to, processes, deadlines, assignments, logistics, and other administrative matters.
8. Serves as a liaison to departments, users, and vendors regarding training, support, process documentation, and other data requests of applicants as it relates to the admission process.
9. Performs other related duties as assigned by 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 Business, Marketing, Journalism, Communications, Public Relations, Education, Counseling, Psychology, or related field.
Experience (yrs.)	5	Experience coordinating administrative support services. Prefer 2 years of experience directly supervising full-time employees. Prefer 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 current industry IT software as it relates to admission processing, operations and management, admissions, recruitment, communications and marketing principles, Auburn University policies and procedures, and industry policies and procedures.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

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: 11/10/2022
