
Auburn University Job Description

Job Title: **Dir, Human Sci Recruit & Schol**

Job Family: No Family

Job Code: **AD61**

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

FLSA status: Exempt

Job Summary

The Director of Human Sciences Recruitment and Scholarship directs and oversees the College of Human Sciences high school and transfer student recruitment, scholarship awards functions, and K-12 outreach programs.

Essential Functions

1. Directs the recruitment activities of the college through the establishment of recruitment targets and assessment of annual outcomes. Recruits undergraduate students for the College of Human Sciences to include on and off campus visits, meeting with prospective students and families, and tracking all college visits.
2. Directs and oversees the process for awarding scholarships to current and prospective students.
3. Develops, directs, and delivers College of Human Sciences and Office of Academic Affairs on-campus outreach programs and other special events.
4. Develops, directs, and delivers the College of Human Sciences and Office of Academic Affairs K-12 outreach programs.
5. Acts as a liaison to all offices and departments within the College of Human Sciences regarding recruitment and scholarships; serves on university-level committees in this capacity.
6. Directs the development of communications strategies and materials related to recruitment, outreach, and scholarship activities.
7. May perform other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 Psychology, Public Administration, Education, Business, Human Sciences disciplines, or related fields.
Experience (yrs.)	5	Experience in student recruitment or academic advising in a higher education environment with progressively increasing levels of responsibility and accountability.

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 college and university recruitment practices. Knowledge of scholarship policies and procedures. Ability to communicate effectively in oral and written formats, time management skills, and organizational 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 walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 11/10/2022
