AUBURN
Human Resources

Personalized Visit Advisor III, Admissions

Job Description

JOB INFORMATION

Job Code	AD83
Job Description Title	Personalized Visit Advisor III, Admissions
Pay Grade	SR08
Range Minimum	$42,920
33rd %	$51,500
Range Midpoint	$55,790
67th %	$60,080
Range Maximum	$68,670
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/13/2023

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Admissions & Recruitment

JOB SUMMARY

The Advisor of Personalized Visits schedules, plans and hosts private individualized tours of Auburn University for prospective students. Coordinates all aspects of the individual visit to include comprehensive planning, development, and execution.

RESPONSIBILITIES

- 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.
- Coordinates all aspects of campus visits for special populations. The coordination of the visit includes comprehensive planning, development, management, execution, and all day interaction with prospective students and family.
- Communicates with faculty, staff, and current students during the planning of personalized campus visits.
- Coordinates billing processes and maintains accurate records.
- Participates in the admissions process of students to include but not limited to, reviewing applications and recommending students for admission.
- Presents campus tour informational sessions, and assists with phone calls, and walk-in appointments for the Office of Undergraduate Admissions.
- May serve as a lead to other advisors.
- Assists with special projects or initiatives.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Bachelors Degree with no specific discipline.	And	4 years of	Experience in admissions processing, enrollment services, or student recruiting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of communication, public speaking, marketing, recruiting, advising, and/or counseling.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting			X			25 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards		X			
Temperature Change			X		
Atmospheric Conditions			X		
Vibration		X			

Vision Requirements:

No special vision requirements.