

JOB INFORMATION

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| Job Code | AD99 |
| Job Description Title | Professional Admissions Application Reviewer |
| Pay Grade | SR06 |
| Range Minimum | \$36,890 |
| 33rd % | \$43,040 |
| Range Midpoint | \$46,110 |
| 67th % | \$49,180 |
| Range Maximum | \$55,330 |
| Exemption Status | Non-Exempt |
| Organizational use restricted to the following divisions | 108 VP for Enrollment Management |
| Approved Date: | 8/11/2025 9:40:11 AM |

JOB FAMILY AND FUNCTION

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|---------------|--------------------------|
| Job Family: | Student Resources |
| Job Function: | Admissions & Recruitment |

JOB SUMMARY

The Professional Admissions Application Reviewer will read student applications and make admission recommendations for first-year and transfer candidates. This is a seven-month appointment where readers work an average of 20 hours a week from September through mid-March.

RESPONSIBILITIES

- Analyzes the qualifications of prospective students utilizing admissions guidelines.
- Submits evaluations and recommendations regarding the admissibility of freshman applications and transfer-admitting colleges and programs.
- Writes decision recommendations with clear rationales.
- Orally presents application review to a team of individuals, including senior leadership.
- Completes application evaluations accurately and in a timely manner following a pre-determined applicant flow.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

| | |
|----------------------------|----------------------------------|
| Supervisory Responsibility | No supervisory responsibilities. |
|----------------------------|----------------------------------|

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 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 | from an appropriately accredited institution. | and | 0 years of | professional experience in admissions, recruitment, education, or a related field. Experience with SLATE is preferred. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to work accurately at a fast pace and to provide comprehensive and relevant summary comments.

Moderate to advanced computer skills. Demonstrated ability to independently and quickly navigate internet-based tools with little to no guidance.

Prior experience working for Auburn University or familiarity with Auburn's culture, values, and community preferred.

Must have a computer and a stable internet connection as a remote employee.

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | | X | | | | |
| 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 temperatures | | X | | | |
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |
| Noise | | | X | | |
| Chemical | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Dusts | | X | | | |
| Poor ventilation | | X | | | |

Vision Requirements:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.

Additional Special Requirements:

While seasonal application evaluators do not need to be located in the Auburn, AL area, they must be available for periodic daytime meetings in the Central Standard Time Zone. This is an hourly position, and the candidate must keep accurate time records.