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## Auburn University Job Description

Job Title:	<b>Mgr, Recruiting Svcs</b>	Job Family:	No Family
Job Code:	<b>BB40</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

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### Job Summary

Manages and oversees programs for Auburn University Athletics Olympic Sports to facilitate recruiting efforts.

### Essential Functions

1. Oversees the management of activities and services related to the recruitment and entertainment of prospective student-athletes while visiting campus.
2. Serves as primary contact to coaches in support of recruiting efforts and the generation of best practices. Oversees the execution of recruiting forums, surveys, and individual coaches' meetings to assist in providing coordination with recruiting efforts within the department. Coordinates and oversees annual recruiting summit to determine best practices for recruitment for the following year.
3. Collaborates with University Admissions to ensure prospective student-athletes are provided information about Auburn's programs and educational opportunities.
4. Develops and disseminates recruitment surveys to incoming and current student-athletes in order to provide data and support to recruiting efforts. Develops databases to include prospective student-athlete information to provide to coaching staffs.
5. Coordinates with Communications & Marketing Department to develop materials showcasing sports teams, facilities, and departments to promote Auburn University Athletics. Oversees the development of newsletters and calendar of events.
6. Coordinates and oversees events surrounding recruiting efforts designed to enhance the reputation, scope and influence of Auburn Athletics with internal and external stakeholders. Organizes and manages the logistics of events, including: guest lists, mailings, securing various vendors (hotels, meals, rentals, entertainment); prepares event summaries for administration, coaches, and staff; ensures prospective student-athletes and families' needs are met to achieve and assure successful recruitment events.
7. Manages and monitors budget operations associated with recruitment events.
8. Works closely with compliance and complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

### 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>	Four-year college degree	Degree in Sports Administration, Business or relevant field.
<b>Experience (yrs.)</b>	5	Experience in athletic recruitment at the college/university level to include athletic recruitment programs and 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 NCAA and SEC rules and regulations relating to recruitment efforts.

#### Certification or Licensure Requirements

None Required.

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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 sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, and lifting up to 25 pounds.

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

Date: 5/15/2018

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