

Assistant Director of Graduate Recruitment

Position Details

Position Information

Requisition Number	S3804P
Home Org Name	Business Administration
Division Name	College of Business
Position Title	Assistant Director of Graduate Recruitment
Job Class Code	AD17
Appointment Status	Full-time
Part-time FTE	
Limited Term	No
Limited Term Length	

Job Summary

The Graduate and Executive Programs Office in the **Harbert College of Business** is currently accepting applications for the position of **Assistant Director of Graduate Recruitment**. This position will report to the Director of Graduate Recruiting and assist with recruitment for graduate business programs. The primary recruitment focus for this position will be recruiting students for the Executive MBA, Physicians Executive MBA, and Master of Real Estate Development programs.

About Auburn: At Auburn, our work changes lives. Ranked by U.S. News and World Report as a premier public institution, Auburn University is dedicated to shaping the future of the people of Alabama, the nation, and the world through forward-thinking education, life-enhancing research, scholarship and selfless service. Auburn is nationally recognized for its commitment to academic excellence, community outreach, positive work environment, student engagement, and thriving community.

It's a Lifestyle: The Auburn/Opelika area is a page right out of Southern Living magazine with an idyllic small-town feel, perfecting a unique balance between a close-knit community and driving consistent growth and development. Paralleling the exponential growth of Auburn University, the Auburn/Opelika area boasts services and amenities that cater to any interest. We're proud of our top school systems, city services, award-winning restaurants, and the infectious spirit of life in a college town. You can find us nestled halfway between the beach and the mountains in a lower-cost-of-living area, two hours outside of Atlanta or Birmingham. If you're new to Auburn, we'd love to introduce you. If you're already acquainted with Auburn, we'll keep it simple: it's time to come home!

Why employees choose Auburn: Auburn University was named by Forbes Magazine as one of the state of Alabama's best employers, with employees staying an average of ten years. Employees enjoy competitive benefits that include top-notch health insurance, generous retirement plans, tuition assistance for employees and dependents, flexible spending accounts and more! Learn more about Auburn's impact, generous employee benefits, and thriving community by visiting aub.ie/working-at-auburn.

Our Commitment: Auburn University is committed to a diverse and inclusive campus environment. Visit www.auburn.edu/inclusion to learn more about our commitment to expanding equity and inclusion for all.

Essential Functions

The essential functions of this position include but are not limited to the following:

- Recruits and enrolls prospective graduate students by providing information about Auburn's admissions process, scholarship opportunities, academic programs, and educational and extra-curricular opportunities.
- Participates in the graduate admissions process of students including, but not limited to, reviewing applications, scheduling admissions interviews, conducting admissions interviews,

and recommending students for admission. Notifies applicants of admissions decisions and coordinates with the Graduate School, Registrar, and Student Financial Services as necessary.

- Collaborates with the director on the vision and execution of all recruitment activities specific to executive programs.
- May develop recruiting, advising, and adjustment programs specific to executive students. Supports, assists, and implements on-campus and off-campus events including, but not limited to, prospective student programs and executive student residencies.
- May travel to recruiting events and expos to recruit and represent the graduate business programs.
- Provides leadership to the graduate recruiting team in the Harbert College of Business. May contribute to employee management responsibilities, hiring and training of new employees, and feedback for annual performance reviews.
- Performs other duties as assigned.

Minimum Qualifications

Minimum Qualifications

Bachelor's degree from an accredited institution in Education, Communication, Marketing, Counseling, Public/Business Administration or related field.

A minimum of **5** years' experience in recruiting in a corporate or higher education setting.

Minimum Skills, License, and Certifications

Minimum Skills and Abilities

- Knowledge of graduate program administration, FERPA, and budgeting practices.
- Excellent written and oral communication skills
- Knowledge of college and university recruitment practices.
- Knowledge of marketing and promotional practices.
- Ability to display excellent customer service to meet the needs and expectations of both internal and external customers.

Minimum Technology Skills

Minimum License and Certifications

Desired Qualifications

Desired Qualifications

- Master's degree in Education, Communication, Marketing, Counseling, Public/Business Administration or related field.
- Experience recruiting for executive or graduate business programs

Posting Detail Information

Salary Range

\$54,900 - \$93,300

Job Category

Administrative

Working Hours if Non-Traditional

City position is located in:

Auburn

State position is located:

Alabama

List any hazardous conditions or physical demands required by this position

Posting Date

07/25/2024

Closing Date

EEO Statement

Auburn University is committed to an inclusive and diverse campus environment. Women, underrepresented groups, individuals with disabilities and veterans are encouraged to apply.

AUBURN UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. It is our policy to provide equal employment opportunities for all individuals without regard to race, sex, religion, color, national origin, age, disability, protected veteran status, genetic information, sexual orientation, gender identity, or any other classification protected by applicable law.

Special Instructions to Applicants

Quick Link for Internal Postings

<https://www.auemployment.com/postings/46872>

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please select how you first became aware of this opportunity. Your response helps us determine how we can more effectively reach our candidates.
 - LinkedIn
 - AcademicKeys
 - The Chronicle of Higher Education
 - DiversityJobs
 - HigherEdJobs
 - HERC (Higher Education Recruitment Consortium)
 - Indeed
 - RecruitMilitary
 - The Tuskegee News
 - Professional organization or journal
 - Veterans Assistance Services
 - Disability Assistance Services
 - State Employment Service
 - Social Media
 - AU Job Bulletin
 - Notified by an Auburn employee
 - College or university Career Services
 - I went to the AU Employment Website directly (www.auemployment.com)
 - Other
2. * Please select the answer that best describes your current employment relationship with Auburn University:
 - Current full-time Auburn or AUM employee within probationary period
 - Current full-time Auburn or AUM employee outside of probationary period
 - Current part-time Auburn or AUM employee
 - Not an Auburn or AUM employee
3. * Do you have a Bachelor's degree or higher from an accredited institution in Education, Communication, Marketing, Counseling, Public/Business Administration or a related field with a minimum of 5 years' experience in recruiting in a corporate or higher education setting?
 - Yes
 - No