

Coordinator I/II/III, Student Services
Auburn University

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Posted Nov. 24, 2020, set to expire Apr. 8, 2021

Job Title	Coordinator I/II/III, Student Services
Department	Engineering Administration
Institution	Auburn University Auburn, Alabama
Date Posted	Nov. 24, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
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Job Description

Job Summary

The Samuel Ginn College of Engineering at Auburn University is seeking candidates for the position of Coordinator, Student Services. Reporting to the Director of Recruiting and Scholarships, this person will coordinate recruiting and K-12 outreach initiatives, assist with program assessment, develop program materials, maintain financial records and student database, and oversee the hiring, training, and time keeping of student workers. This person will represent the College of Engineering at recruiting and K-12 outreach programs, meet with prospective high school and transfer students, and maintain working relationships with stakeholders. Occasional travel may be required.

Essential Functions

The individual in this position will work closely with various stakeholders including teachers, counselors, prospective students, College of Engineering faculty and staff, and other university personnel to ensure a high quality of service is provided to students at all levels of K-12 education. This individual will provide support for the College's recruiting and K-12 outreach efforts to assist in



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creating a pipeline of future engineers.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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