

Assistant Director, Undergraduate Application Evaluation
Auburn University

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Posted Mar. 31, 2025, set to expire Oct. 31, 2025

Job Title	Assistant Director, Undergraduate Application Evaluation
Department	Enrollment Management-Operations
Institution	Auburn University Auburn, Alabama
Date Posted	Mar. 31, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Admissions/Financial Aid
Job Website	https://www.auemployment.com/postings/52120

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Job Description

The Office of Enrollment Operations is seeking an Undergraduate Application Evaluation Assistant Director who will support and oversee the application review process for various student populations, including first-year, transfer, international, and non-traditional applicants. Reporting directly to the Director of Admissions, Operations, and Processing, this position plays a critical role in ensuring the integrity and consistency of the admissions evaluation process. The Assistant Director will also serve as a key participant in the evaluation committee, collaborating with senior admissions staff to make informed and data-driven admissions decisions. Additionally, the Assistant Director will supervise a team of seasonal admissions application evaluators, providing training, guidance, and performance management throughout the application review cycle.

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,

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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.

Contact Information

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

Contact