

**Assistant Director, Campus Visits & Events  
Auburn University**

Direct Link: <https://www.AcademicKeys.com/r?job=257527>

Downloaded On: Aug. 27, 2025 7:41am

Posted May 29, 2025, set to expire Oct. 31, 2025

**Job Title** Assistant Director, Campus Visits & Events  
**Department** Undergraduate Admissions  
**Institution** Auburn University  
Auburn, Alabama

**Date Posted** May 29, 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/53845>

**Apply By Email**

**Job Description**

**Job Summary**

The Office of Undergraduate Admissions is seeking an **Assistant Director, Campus Visit & Events** to serve as a key manager, overseeing all large-scale recruitment and yield events—both on-campus and off-campus. This position plays a pivotal role in enhancing prospective student engagement by executing exceptional events that reflect Auburn’s values, reputation, and academic strengths. The Assistant Director also contributes to application review and territory management, ensuring that outreach and admissions processes remain integrated and strategic.

**Essential Functions**

- Leads planning, coordination, and execution of all large-scale on-campus and off-campus recruitment and yield events (e.g., War Eagle Days, Your Town events, Admitted Student events), ensuring alignment with enrollment goals and a high-quality experience for prospective students and families.

## Assistant Director, Campus Visits & Events Auburn University

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- Provides full supervisory oversight for professional staff including the Campus Events Coordinator and Campus Tour Coordinator, ensuring effective staff development, performance evaluation, and workflow management.
- Assesses event effectiveness through surveys and engagement data, makes strategic recommendations for improvement, and oversees continuous innovation of recruitment programming.
- Manages the budgets associated with recruitment events and ensures compliance with university procurement and financial procedures. • Manages an assigned recruitment territory, including high school visits, fairs, counselor relations, and community outreach. Represents Auburn at both in-state and out-of-state recruitment events.
- Reviews undergraduate admissions applications for an assigned territory, making admissions decisions and participating in committee-based review and evaluation processes. • Develops and strengthens relationships with internal and external stakeholders, including academic departments, alumni, school counselors, and community-based organizations, to broaden Auburn's recruitment reach.
- Leads or contributes to special projects and initiatives related to enrollment, such as communication planning, scholarship coordination, or data reporting

### Why Work at Auburn?

- **Life-Changing Impact:** Our work changes lives through research, instruction, and outreach, making a lasting impact on our students, our communities, and the world.
- **Culture of Excellence:** We are committed to leveraging our strengths, resources, collaboration, and innovation as a top employer in higher education.
- **We're Here for You:** Auburn offers generous benefits, educational opportunities, and a culture of support and work/life balance.
- **Sweet Home Alabama:** The Auburn/Opelika area offers southern charm, vibrant downtown scenes, top-ranked schools, and easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.
- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, staff, and students are welcomed, valued, respected, and engaged.

Ready to lead and shape the future of higher education? Apply today! War Eagle!

### 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 to be utilized when the candidate does not meet the

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minimum requirements.

**Education Level:** Bachelor's degree

**Focus of Education:** No specific discipline

**Year of Experience:** 5 Years

**Focus of Experience:** Public relations, student recruiting, and/or program/function coordination with progressively increasing levels of responsibility and accountability. Prefer 2 years of experience directly supervising full-time employees

OR

**Education Level:** Master's degree

**Focus of Education:** No specific discipline

**Year of Experience:** 3 Years

**Focus of Experience:** Public relations, student recruiting, and/or program/function coordination with progressively increasing levels of responsibility and accountability. Prefer 2 years of experience directly supervising full-time employees

**Minimum Skills, License, and Certifications**

**Minimum Skills and Abilities**

- Strong understanding of large-scale event planning, assessment, and budget management. Ability to communicate effectively across multiple platforms and audiences, including public speaking.
- Skilled in project management, cross-departmental collaboration, and organizational leadership.
- Experience with admissions CRM systems, event software, and student information systems. Analytical skills to assess program effectiveness and recommend improvements.
- Ability to travel and work evenings or weekends during peak recruitment seasons.

**Contact Information**

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

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**Contact**

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