
Auburn University Job Description

Job Title: **Dir, Employment Services**

Job Family: No Family

Job Code: **EB11**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

Job Summary

Develops, implements, and directs Employment Services program to support recruitment and selection of key personnel at the Administrative/Professional level for the University.

Essential Functions

1. Provides direction, counseling, guidance, and interpretation of employment policies and procedures to administrators, employees, and applicants.
2. Reviews, evaluates, and makes recommendations regarding employment policies, procedures and technologies.
3. Directs employee file and record maintenance.
4. Coordinates compliance with University Affirmative Action/Equal Employment Opportunity policies as well as state and federal laws.
5. Oversees searches for key personnel at the Administrative/Professional level.
6. Serves on University committees representing Human Resources.
7. Oversees Temporary Employment Services operation.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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> |
|--------------------------|--------------------------|---|
| Education | Four-year college degree | Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field |
| Experience (yrs.) | 7 | Experience in the direction and management of employment services |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of human resources policies, practices, precedents, and laws related to recruitment and employment.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 1/3/2012
