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## Auburn University Job Description

Job Title:	<b>Spec, TES</b>	Level I	Grade 30 \$28,000 - \$46,700
Job Code:	<b>EB19</b>	Level II	Grade 31 \$31,300 - \$52,100
FLSA status:	Exempt		

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### Job Summary

Provides support to the Temporary Employment Services function of Auburn University.

### Essential Functions

1. Screens on-line temporary employment applications to ensure qualified candidates are available for all TES employment categories as required.
2. Maintains TES employee data electronically to enable tracking of hours worked in accordance with the restrictions of the Affordable Care Act (ACA) and the Teacher's Retirement System (TRS).
3. Facilitates the employment process for TES through creation of specific requisitions, releasing applicant pools, and matching selected candidates to requisitions.
4. Acts on behalf of the Manager of Temporary Employment in his/her absence to handle the daily operations of TES.
5. Assists department personnel with data entry, as needed.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

**Level I** Bachelor's degree in discipline appropriate to position with no experience.

**Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### **Focus of Education**

Degree in Human Resources, Business Administration, Industrial/Organization Psychology, or related

#### **Focus of Experience**

Experience in human resources with an emphasis in 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.

#### **Certification or Licensure Requirements:**

None Required

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### Physical Requirements/ADA

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

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, .

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

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

Date: 12/3/2013

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