
Auburn University Job Description

Job Title:	Mgr, Employment Administration	Job Family:	No Family
Job Code:	EB27	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Manages the staff employment activities for the University, including such functions as assisting campus constituencies in developing staffing plans, developing sources of qualified applicants, overseeing the effective use of the web-based applicant tracking system; conducting screening interviews, evaluating applicants' qualifications, administering tests, initiating background checks. Implements and administers new and revised employment programs, policies and procedures in order to be responsive to the university's goals and competitive practices.

Essential Functions

1. Ensures the university staff employment programs are consistently administered in compliance with company policies and government regulations.
2. Monitors the effectiveness of existing staff employment policies, guidelines and procedures recommending revision as well as new plans that are cost effective and consistent with employment trends and objectives; coordinates implementation and provides guidance to staff.
3. Explores the industry and market best practices in the recruitment, staffing, and onboarding processes and recommends appropriate best practices in the organization.
4. Manages the recruitment process in the organization (including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps).
5. Designs training recruitment for Employment staff and hiring managers; manages and develops the team of Employment Specialists.
6. Provides advice to constituents and staff regarding new hire salaries, policy and guideline interpretation including the design of creative solutions to specific employment-related programs.

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.)	5	Experience in the 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

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 walking, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires standing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 3/22/2018
