Auburn University Job Description

Job Title: Dir, Student & Temp Staff Svcs
Job Code: EB32
FLSA status: Exempt

Job Family: No Family
Grade 38: $78,900 - $131,600

Job Summary
Leads the strategy, development and implementation of recruitment and talent management for temporary and student staff; manages the Human Resources Department reception services. Develops and maintains effective campus leadership and student relationships in support of its temporary and student staffing requirements.

Essential Functions

1. Assesses the current state of temporary staffing services, student staffing services, and reception services; develops a model for future services delivery; implements and administers an efficient, customer service-oriented organization.

2. Partners with College management to accurately forecast student and temporary staff employment needs; advises, consults, and trains management regarding the hiring process, federal and state employment laws and regulations, and the use of online recruitment tools.

3. Manages the full-cycle recruiting process beginning with job requisitions through the on-boarding process.

4. Maintains organization staff by establishing a recruiting, testing, and interviewing program that fills the needs and matches the values of the University campus.

5. Reviews and approves selection decisions to ensure compliance with applicable employment laws, regulations, policies and procedures, and internal controls.

6. Collaborates with Human Resources and other campus stakeholders to develop Temporary and Student Employment policies, procedures, and systems to improve the efficiency and effectiveness of recruitment, selection, and hiring process.

7. Collaborates with Employee Relations to ensure legal compliance by monitoring and implementing applicable Human Resources federal and state requirements; conducts investigations and maintains records.

8. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained, follows policies and procedures; hires, terminates, and makes disciplinary recommendations.

9. Develops a team that partners with College's to meet their student and temporary staffing and personnel needs.

10. Manages all financial activity of the department including oversight of payroll and billing activity of services; prepares reports/ROI metrics on performance and annual reports; communicates results with management team as needed.

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 overall objectives of the job.
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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

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Human Resources, Business Administration, Management, Industrial/Organizational Psychology or related field.</td>
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<th>Experience (yrs.)</th>
<th>Focus of Experience</th>
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<td>7</td>
<td>Experience at the professional level in human resources or similar business services environment, three (3) of which will be in an active/dynamic temporary staffing services firm. Must have at least 2-years experience in the direct supervision of staff.</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of human resources policies, practices, precedents and laws; recruiting principles and processes. Knowledge of applicant tracking systems.

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 12/9/2016