
Auburn University Job Description

Job Title: **Spec, Student & Temp Empl**

Job Family: No Family

Job Code: **EB39**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

Job Summary

Implements recruitment and talent acquisition strategies to fulfill Student and Temporary staffing needs by employing traditional sourcing methods and resources as well as developing new and creative recruiting ideas. Ensures the program attracts and hires skilled qualified student and temporary employees, while growing a strong talent pipeline through talent sourcing, advertising, interviewing, and job placement.

Essential Functions

1. Develops a pool of qualified student and temporary candidates both proactively and in response to posted requisitions. Reviews applicants to evaluate if they meet the position requirements. Conducts pre-screening interviews (in-person and via phone) to assess applicants' relevant experience, knowledge, skills, and abilities.
2. Posts and advertises student and temporary position openings on job sites and via social media. Seeks to find individuals with the right combination of experience, education and skills to fill frequently needed positions and specific departmental staffing needs.
3. Acts as a point of contact for candidates and hiring managers. Builds and cultivates relationships with candidates and hiring managers. Recommends candidates to hiring managers in efforts to fill vacant student and temporary employment requisitions. Partners with hiring departments to coordinate on-site interviews for students and temporaries.
4. Participates in outreach opportunities such as community networking events and career fairs in an effort to promote Auburn University's on-campus Student & Temporary Employment Services.
5. Conducts reference checks and reviews prior assignment evaluations to determine placement eligibility for returning student and temporary employees. Communicates directly with department hiring managers and faculty.
6. Coordinates hiring documentation for new student and temporary employees. Assists new hires with completing the I9 and background check process.
7. Completes analysis on recruiting activities for student and temporary employment, to include but not limited to, surveying the customer base, conducting regular meetings with department hiring managers and pulling reports to analyze activity. Uses data to present to the team and to assist with developing new recruiting strategies.
8. Provides training for hiring managers, to include but not limited to, completing a request for a new hire and interviewing candidates.

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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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--------------------------|--|
| Education | Four-year college degree | No specific discipline. |
| Experience (yrs.) | 4 | Employment related experience, 2 of which include full-cycle recruiting experience including talent sourcing and attracting candidates to interviewing and hiring. Experience utilizing social media as a method of recruiting. Familiarity with HR databases and Applicant Tracking Systems |

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 talent acquisition, candidate sourcing, and interviewing techniques. Knowledge of employment and labor laws.

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.

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, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, .

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

Date: 12/6/2017
