
Auburn University Job Description

Job Title: **Mgr, Employment Services**

Job Family: Human Resources

Job Code: **EB57**

Grade HR12: \$66,900 - \$120,400

FLSA status: Exempt

Job Summary

Manages, plans, develops, and oversees university-wide human resources strategies, activities, programs, and processes related to employment services, to include both talent acquisition and talent fulfillment for five different employment types (Administrative Professional, University Staff, Temporary, Undergraduate Student, and Graduate Student). Manages and leads the daily operations of the employment teams, ensuring compliance with federal and state regulations, as well as university policy.

Essential Functions

1. Manages, implements, and oversees employment services HR functions university-wide, for five employment types (administrative professional, staff, temporary, undergraduate student, and student. Ensures university goals and objectives are met by assessing the effectiveness of talent acquisition and talent fulfillment practices and consistently implementing them university-wide. Assesses university employment needs, develops new programs, as well as updates existing programs and processes to meet those needs.
 2. Serves as a subject-matter expert for the university's web-based applicant tracking system (ATS). Troubleshoots errors and responds to requests for assistance from internal and external users. Designs, tests, and configures new workflows and process enhancements. Educates and trains department users on the effective use of the ATS.
 3. Advises supervisors and managers on a variety of student and temporary employee issues, including, but not limited to, resolving employee relation issues, which include providing recommendations and guidance for appropriate courses of action; as well as compensation issues, which include recommending hourly pay, researching and gathering position data for reclassifications, and performing analysis on current salaries to ensure alignment with the university pay structure.
 4. Develops training sessions, materials, and other documents designed to educate the university on talent acquisition and talent fulfillment matters. Develops and hosts training classes and information sessions on employment related policies, procedures, and systems. Presents employment-related information at meetings and events, such as Human Resources Liaisons meetings, HRD classes, Camp War Eagle, and Successfully Orienting Students (SOS) sessions.
 5. Ensures compliance with policies, procedures, and practices, as well as federal and state regulations relating to employment services. Ensures consistent, university-wide application. Develops communications, trainings, and other tools to build supervisor and manager awareness of compliance obligations. Audits internal processes to ensure efficient and accurate application of work.
 6. Directly supervises a team of HR professionals focused on talent acquisition and talent fulfillment duties, which include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained and following policies and procedures; and makes recommendations for hiring, terminations, and disciplinary action. Oversees the daily operational workflow of the department.
 7. Directly responsible for specialty situations, such as:
 - Reduction in Force application counseling and recommendations
 - Dual Career Services strategy, counseling, and recommendations
 - Advertisement and sourcing contract negotiations.
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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, Business, Business Administration, Industrial/Organizational Psychology, Management, or other industry related or relevant field.
Experience (yrs.)	7	Experience in managing, overseeing, and/or coordinating human resources functions, specifically in the areas of talent acquisition, employment, and/or recruitment.

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

In-depth knowledge of full-cycle recruiting and employer branding techniques. Strong knowledge of human resources policies, practices, precedents, and laws. Working knowledge of Applicant Tracking Systems (ATS) and databases.

Certification or Licensure Requirements

Non required.

Society of Human Resource Management (SHRM), or HR Certification Institute (HRCI) is desired.

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, and lifting up to 25 pounds.

No special vision requirements.

Date: 12/8/2022
