
Auburn University Job Description

Job Title:	Spec, Talent Acquisition Student & Temp Empl	Job Family:	No Family
Job Code:	EB82	Grade HR09:	\$48,700 - \$82,800
FLSA status:	Exempt		

Job Summary

Plans and implements talent acquisition functions that will enhance the recruitment of student and temporary employment talent pools. Performs daily operations and services that support effective and efficient student and temporary employment recruitment university-wide.

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 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, as well as other areas beneficial to finding qualified pools. Seeks candidates with the right combination of experience, education, and skills to fill frequently needed positions and specific departmental staffing needs. Participates in outreach opportunities such as community networking events and career fairs.
 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. Assists applicants with application status questions, as well as any technical issues throughout application completion.
 4. Administers the hiring process for student and temporary candidates through an electronic applicant tracking system (ATS). Reviews and processes background checks appropriate for each hire; confirms offer letter completion; ensures accuracy of all submitted hiring information; finalizes hires; and initiates the onboarding process applicable for the individual hire, ensuring compliance with state and federal guidelines, as well as university policy.
 5. Coordinates onboarding documentation for temporary candidates. Completes, verifies, and maintains the I-9 and E-Verify processes, ensuring legal and university policy compliance. Coordinates with the university's Tax Compliance office for work authorization and legal dates of employment for foreign national candidates, to include re-verifications.
 6. Responsible for overseeing the Graduate Student hiring process: Reviews Graduate Assistantship postings for university and FLSA compliance. Communicates with student applicants throughout the background check process, ensuring completion in a timely manner, as well as resolving discrepancies. Acts as university point-of-contact for questions relating to the graduate hiring processes. Collaborates with the Graduate School on any issues that may arise during the process which warrant further discussion.
 7. Develops and implements special projects and initiatives designed to enhance and support the effective and efficient talent acquisition operations of the Student and Temporary Employment Services unit.
 8. Performs other duties as assigned.
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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.)	3	Experience in talent acquisition, recruitment, or employment processes. Some experience working for a staffing service/firm is preferred.

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

Working knowledge of full-cycle recruiting and employer branding techniques.

Working knowledge of human resources policies, practices, precedents, and laws.

Working knowledge of Applicant Tracking Systems (ATS) and databases.

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.

No special vision requirements.

Date: 1/12/2023
