
Auburn University Job Description

Job Title: **Mgr, Employment Administration**

Job Family: No Family

Job Code: **EB27**

Grade HR11 \$59,500 - \$107,100

FLSA status: Exempt

Job Summary

Reporting to the Director, Employment Services, the Manager, Employment Administration plans, develops, and oversees the day-to-day operations of Auburn University Human Resources Employment Administration functions for non-faculty position openings. Ensures compliance with university policies and procedures, as well as state and federal regulations. Serves as the subject-matter-expert and advisor regarding employment matters. Directly supervises the employment staff in the execution of these responsibilities.

Essential Functions

1. Develops and manages employment strategies, processes, and practices for regular non-faculty employment, to include but not limited to, position posting, advertisement, applicant selection, interviewing, candidate selection, and candidate hiring processes. Ensures that university goals and objectives are met by consistent campus-wide administration and assessment.
 2. Serves as a subject matter expert for all employment related policies, procedures, and practices. Creates training materials and other documents designed to educate the university on employment matters. Develops and hosts training classes and information sessions on employment laws, policies, procedures, and systems.
 3. Serves as a subject matter expert for the university's 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.
 4. Directly supervises a team of HR professionals, which includes prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained and following policies and procedures; makes recommendations for hiring, terminations, and disciplinary action. Oversees the daily operational workflow of the department.
 5. Provides guidance and assists departments, who hire executive level positions and positions that are identified as "Priority", with employment and talent acquisition activities. Assists departments with hiring individuals that were identified through external Executive Search firms. Serves in the role of advisor for these departments throughout the recruitment and selection process. Activities may include, but are not limited to: Providing guidance and assisting with the development of recruitment plans; Making recommendations for additional advertising opportunities for positions that may have an affirmative action goal; Serving as a process consultant and compliance advisor to ensure that all recruitment activity is compliant with applicable federal and state laws and university policies; Reviewing and consulting with departments on candidate reasons for non-selection.
 6. Acts as the Affirmative Action (AA) Officer for positions underutilized for veterans and individuals with a disability per the university's Affirmative Action (AA) Plan. Compiles data and assists the Office of AA/EEO with completing the AA Plan.
 7. Leads special projects designed to enhance and support the effective and efficient operations of the Employment Services unit. Develops programs and leads initiatives that improve employment services university-wide.
 8. Facilitates advertisement and sourcing contract negotiations. Facilitates all financial transactions
-

Auburn University Job Description

regarding advertising and background checks.

9. Organizes and participates in outreach opportunities such as community networking events and career fairs. Assists with advertising university positions via social media platforms.
10. Builds and cultivates relationships with candidates and hiring managers.

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.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	No specific discipline.
Experience (yrs.)	5	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

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: 5/23/2022
