AUBURN
Human Resources

Spec, Onboarding Center

Job Description

JOB INFORMATION

Job Code	EB51
Job Description Title	Spec, Onboarding Center
Pay Grade	HR07
Range Minimum	$45,750
33rd %	$54,900
Range Midpoint	$59,480
67th %	$64,050
Range Maximum	$73,200
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	1/14/2026 5:01:20 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Onboarding

JOB SUMMARY

The Onboarding Specialist will work as a team member in delivering a welcoming and positive onboarding experience for new employees of Auburn University. This delivery of services includes personalized customer service, serving as an enterprise of community and University resources, enhancing institutional pride and engagement among employees, maintaining collaborative relationships and coordination with University departments, partners, and the community.

RESPONSIBILITIES

- Creates and maintains a positive experience for onboarding activities for new employees. Initiates contact with new employees as offers are accepted to begin planning for actions for all University-level onboarding activities.
- Meets with new employees to explain the onboarding process. This includes collecting and providing information to the employees about University and community resources and generating employee ID cards.
- Maintains timely, accurate hire and separation information of the employees by analyzing and entering data. Tracks data on hires and onboarding/offboarding needs to maintain center activities, volume, and trends.
- Maintains a new employee guide, makes recommendations of changes for website improvement of pertinent information related to new employees, updates any relevant University information, as well as assists in the development of important resources for process improvement of all onboarding activities.
- Partners with departments (including HR Liaisons) across campus and off-campus to engage new employees in the onboarding experience within a department. This may include developing and providing information for formalizing specific onboarding activities unique to the respective areas.
- Completes I-9 forms and E-Verify activities while ensuring compliance with all USCIS standards. Maintains current knowledge of all I-9 and E-Verify compliance requirements.
- Processes work authorization forms for foreign national hires while ensuring compliance with all federal and state regulations. Remains up-to-date with changes in compliance for international hires and associated visa statuses in relation to length of status.
- Assists with and makes recommendations regarding the development of protocols, materials, and processes of all activities within the Onboarding Center.
- Serves as an additional resource in the entry of records into HR system to ensure timely processing of new hire records.
- Responsible for completion of Form 1-9 reverifications of work authorization for all employee types. Collaborates and provides guidance for campus officers to meet federal USCIS compliance requirements and university policies.

RESPONSIBILITIES

- Schedules new employees for New Employee Orientation and delivers orientation content by following best practices. Collaborates with hiring departments, new employees, and other internal offices in a smooth orientation experience for the new employee. Resolves issues as needed.
- Identifies opportunities to engage new employees in activities, programming, or information which highlights culture, history, tradition, diversity, and inclusion.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No Specific Discipline	and	3 years of	experience delivering advanced, complex, and highly detailed customer service in a fast-paced setting.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Form I-9 and E-Verify compliance and regulations; International statuses and related work authorization eligibility.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.