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## Auburn University Job Description

Job Title: **Coord, Onboarding Services**

Job Family: No Family

Job Code: **EB56**

Grade 30: \$28,000 - \$46,700

FLSA status: Non-exempt

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### Job Summary

Under the supervision of the Onboarding Services Manager, acts as the first point of contact and assistance for visitors and callers who are seeking services of the onboarding center at Auburn University. Position will coordinate activities of the specialists, ensuring an inviting, welcoming, and secure environment for visitors and staff, maintain inventory and supplies of the center, create employee and affiliate identification cards, perform budget tracking and transactions, perform data entry of records into systems and may assist others within the center.

### Essential Functions

1. Greets all visitors upon entry to the onboarding center. Receives and routes visitors to the various specialists, monitors those entering the department for security purposes and assists visitors with questions.
2. Creates employee and affiliate identification cards and maintains an appropriate inventory of supplies and ensures proper operation of all ID card systems. May schedule appointments, direct visitors with initial information in preparation of onboarding visit and other activities as included in the center.
3. Maintains supplies and materials, assembles welcome packets and other materials for visitors, and may coordinate with HR communications in website maintenance and updates.
4. Maintains the onboarding center office appearance by ensuring a professional environment that is pleasing for visitors of the center.
5. Processes financial transaction documents and performs other administrative tasks as needed.
6. Provides budget preparation, tracking, monitoring and auditing, payroll processing, travel/expense voucher processing and other accounting and financial tasks.
7. Provides coordination and administrative support throughout the onboarding center as needed.

### 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>
<b>Education</b>	High School	High school diploma or equivalent.
<b>Experience (yrs.)</b>	5	Front office administration experience, customer service experience, high-traffic office environment.

#### 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

Basic math skills, customer service delivery standards, Auburn University policies and procedures related to new hires of all employee types. Privacy regulations of personal identification information.

#### Certification or Licensure Requirements

None required.

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### 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, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 8/19/2019

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