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## Auburn University Job Description

Job Title:	<b>Mgr, Student &amp; Temp Empl</b>	Job Family:	No Family
Job Code:	<b>EB57</b>	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

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### Job Summary

Manages, plans, develops, and oversees talent acquisition strategies and processes for Student and Temporary (TES) employment. Manages the day-to-day operations and staff of the Student and TES unit.

### Essential Functions

1. Develops recruitment strategies for student and temporary employment, to include but not limited to, job posting optimization, recruiting, marketing, channel development, comprehensive recruitment campaign planning, digital and non-digital employment marketing etc.
2. Directly supervises staff, 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.
3. Leads the continued development of the student employment program. Focus areas include, but are not limited to, banding, marketing, resource and training design, development, and implementation.
4. Manages the effective use of the web-based applicant tracking systems (ATS). Develops tools, processes and workflows that increase the efficiency of the student and temporary hiring processes via the ATS.
5. Performs recruitment duties for student and temporary employment to include posting and advertising student and temporary position openings on job sites and via social media; identifying and sourcing appropriate talent for current open roles; and developing a pool of qualified candidates for future employment openings.
6. Oversees the content for both the student and temporary employment websites. Ensures all content is useful and relevant.
7. Serves as the point of contact for applicants and hiring managers. Builds and cultivates relationships with candidates and hiring managers. Provides recruitment counsel and guidance to 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.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Human Resources, Business Administration, Public Administration, Industrial/Organizational Psychology or relevant field.
<b>Experience (yrs.)</b>	5	Experience in management, oversight, and/or coordination of 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.

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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, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 12/4/2019

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