

---

## Auburn University Job Description

Job Title:	<b>Spec, Foreign Nat'l Employment</b>	Job Family:	No Family
Job Code:	<b>EB63</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

---

### Job Summary

Reporting to the Director, Human Resources Services, provides counsel and advice during the employment life cycle of an employee, ensuring the proper involvement of subject-matter experts to accomplish proper status of work authorization and required documentation for foreign national employees and candidates. Audits and ensures federal, state, and university compliance while partnering with hiring departments and employees in continuing employment. Responsible for the university's compliance with Form I-9 and E-Verify for all faculty, non-faculty, and student employees.

Auburn University currently employs over 1,600 foreign national employees and processes approximately 220 reverifications of work authorization annually.

### Essential Functions

1. Develops an inclusive organizational infrastructure to support the employment and compliance activities for foreign national employees and candidates which includes a strong partnership and collaboration with various stakeholders, including the Assoc Dir, HR Info Systems, Office of International Programs, Office of the Provost, Office of Tax Compliance, HR Records, HR Employment, AUM, and Onboarding. Develops, maintains, and continuously improves program policies, procedures, and other resources as a guide to all campus partners for alignment and proper sequence of hiring foreign national employees.
  2. Possesses and maintains the knowledge and understanding of needed work statuses based on the position. Provides advisement to others when needed to ensure that proper planning is initiated and executed in a timely manner with the subject matter experts and other stakeholders, including the Office of International Programs. Evaluates cases in which a prevailing wage determination is required for the hiring or a candidate based on their work status. Collaborates with the responsible party from initiation through finalization of the process.
  3. Partners with hiring departments and Office of Tax Compliance to ensure successful completion of the proper tax compliance process based on current status prior to Form I-9 completion for all faculty, non-faculty, and student new hires and when reverification of work status is needed for continuing employment. Advises others as needed with instructions and review notice of completion actions.
  4. Audits, monitors, and advises hiring departments on required terminations with appropriate dates to ensure proper payment within status. Compliance of payment to student employees is critical due to implications of federal laws.
  5. Develops metrics for tracking and communication to campus partners of activities for purposes of education, training, and continuous improvement. Revises program policies, procedures, and protocols resulting from continuous quality improvement efforts.
  6. Advises customers and peers regarding the proper documentation of Form I-9 and E-Verify for all faculty, non-faculty, and students to ensure federal compliance. Partners with hiring departments, the Onboarding Center and HR Records to ensure successful and timely completion. Troubleshoots issues with Form I-9 completion and E-Verify with outside provider, campus partners, and employee. Audits, monitors reports, and provides information regarding needed reverification of work status. Tracks all E-Verify cases to ensure proper resolution is reached in a timely manner. Develops and maintains policies, procedures, and practices regarding Form I-9 and E-verify processing and compliance. Assesses program for continuous improvement through
-

---

## **Auburn University Job Description**

technology, communication, and collaboration.

7. May provide assistance to Campus Relations operations including, but not limited to, coordination of monthly HR Liaison meetings, HR Liaison onboarding, and various employee events.
8. Performs additional related duties as assigned by supervisor.

## **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.*



---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	No specific discipline
<b>Experience (yrs.)</b>	5	Experience and demonstrated success in 1) building organizational networks, processes and efficiencies, and 2) the hiring of foreign national employees through execution, advisement, and/or work status authorization; Experience working in higher education environment 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

Knowledge of USCIS.gov (Form I-9 Guidelines, E-Verify Program requirements, M-274 User manual), SEVIS (Student and Exchange Visitor Information System) records, and standard work statuses. Knowledge of Dept. of Homeland Security and Social Security Administration processes, procedures, and regulations in relation to work authorization. Working knowledge of principals and procedures for recruitment and selection.

Skills in relationship management, verbal and written communication, and organization.

Ability to collaborate with a variety of stakeholders with various and potentially competing needs.

#### Certification or Licensure Requirements

None.

---

### 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.

Date: 9/3/2021

---