
Auburn University Job Description

Job Title: **Spec, Student & Temp Empl**

Job Family: No Family

Job Code: **EB69**

Grade HR06: \$37,000 - \$55,500

FLSA status: Non-exempt

Job Summary

Reporting to the Manager, Student Employment and Temporary Services, performs activities supporting the recruitment, screening, and referral of student and temporary employees for Auburn University. Performs operational, as well as administrative, functions in support of Student & Temporary Employment Services.

Essential Functions

1. Acts as a point of contact for candidates and hiring managers, building and maintaining relationships in support of Student and Temporary positions. Administers the hiring process for student and temporary candidates through an electronic applicant tracking system (ATS). Reviews positions and hiring information, finalizes hires, and initiates the onboarding process. Consults with departments throughout the hiring process.
2. Assists temporary candidates with completing the background check process, orders background checks via an electronic portal - based on position requirements, reviews background check results for discrepancies and escalates discrepancies when appropriate, all in accordance with the university's Policy on Background Checks.
3. Coordinates onboarding documentation for temporary candidates. Completes, verifies and maintains the I-9 and E-Verify processes to ensure legal compliance. Coordinates with the university's Tax Compliance office for work authorization and legal dates of employment for foreign national candidates.
4. Processes electronic personnel action forms for new jobs, pay rate changes, supervisor changes, department changes and terminations of student and temporary employees.
5. Provides administrative support to the Student & Temporary Employment Services unit, including record-keeping, file maintenance and ERP (Banner) file creation and entry of employee information.
6. Maintains temporary employee data electronically to enable tracking of hours worked in accordance with the restrictions of the Affordable Care Act (ACA), as well as tracking of temporary employee length of assignment, in accordance with the Policy on Temporary Employment Services (TES).
7. Assists student candidates with completing the Motor Vehicle Report (MVR) check process (when applicable), orders MVR reports via an electronic portal, and submits discrepancy results to Risk Management for review. In cases of a discrepancy, works with Risk Management and the department in accordance with the university's Fleet Safety Policy.
8. Calculates hours and rate of pay for temporary Executive positions and reviews monthly payroll comparisons to ensure accurate number of hours worked.
9. May complete special projects designed to enhance and support the effective and efficient operations of the Student and Temporary Employment Services unit.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to

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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>
Education	Four-year college degree	Four-year degree in discipline appropriate to position.
Experience (yrs.)	2	Experience with administrative Human Resources functions including, but not limited to, employment processes and applicant tracking systems.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Working knowledge of employment processes, including staff, student, and temporary employees
Proven knowledge of multiple Human Resources functions
Proven knowledge of fundamental HR concepts, practices, and procedures

Certification or Licensure Requirements

None required

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, talking, hearing, .

Job occasionally requires .

Ability to complete tasks on a computer monitor 8 hours per day.

Date: 11/11/2022
