
Auburn University Job Description

Job Title: **Asst Mgr, Talent Acquisition**

Job Family: Human Resources

Job Code: **EB81**

Grade HR10: \$54,800 - \$93,200

FLSA status: Exempt

Job Summary

Assists in the management, planning, development, and oversight of university-wide human resources activities, programs, and processes related to employment services and talent acquisition. Manages and leads the daily operations of a team of talent acquisition specialists, ensuring compliance with federal and state regulations, as well as university policy.

Essential Functions

1. Develops, plans, and executes talent acquisition activities, university-wide, for all administrative professional and university staff positions. Directly responsible for job postings, advertising, and strategic applicant sourcing for Manager level positions and above, along with positions identified as 'hard-to-fill'.
2. Develops, plans, and executes talent acquisition programs designed to enhance the university-wide applicant recruitment experience. Develops outreach programs to reach wider applicant pools and attract new talent to Auburn University. Develops recruitment services designed to attract Auburn University to diverse applicant pools.
3. Manages the coordination of Executive Search Firm administration. Assists departments establish relationships with search firms, and operates as the vendor point-of-contact. Works with departments and the search firm to ensure all legal obligations are followed and executed.
4. Operates as the Certified System Administrator for the university's web-based applicant tracking system (ATS), and serves as a subject-matter expert. Troubleshoots errors and responds to requests for assistance from internal and external users. Designs, tests, and configures new workflows and process enhancements. Educates and trains department users on the effective use of the ATS.
5. Develops training sessions, materials, and other documents designed to educate the university on employment and talent acquisition matters. Develops and hosts training classes and information sessions on employment related policies, procedures, and systems. Presents employment-related information at meetings and events, such as Human Resources Liaisons meetings and HRD classes.
6. Directly supervises a team of HR professionals focused on talent acquisition, 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. Oversees the daily operational workflow of the unit.
7. Performs other duties as assigned.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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	No specific discipline.
Experience (yrs.)	6	Experience in talent acquisition, recruitment, and/or employment-related processes.

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

Strong 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

None are required.

Society of Human Resources Management (SHRM), or HR Certification Institute (HRCI) is desired.

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.

No special vision requirements.

Date: 1/24/2023
