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## Auburn University Job Description

Job Title: **Spec, Talent Acquisition**

Job Family: No Family

Job Code: **EB84**

Grade HR09: \$48,700 - \$82,800

FLSA status: Exempt

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### Job Summary

Plans and implements talent acquisition functions that will enhance the recruitment of university talent pools. Performs operations and services that support effective and efficient recruitment, university-wide.

### Essential Functions

1. Develops, plans, and executes talent acquisition activities, university-wide, for all administrative professional and university staff positions. Develops a pool of qualified candidates both proactively and in response to posted requisitions using appropriate sourcing technology. Reviews applicants to evaluate if they meet the position requirements. Conducts pre-screening interviews to assess applicants' relevant experience, knowledge, skills, and abilities.
2. Posts and advertises position openings on job sites and via social media, as well as other areas beneficial to finding qualified candidates. Participates in outreach opportunities such as community networking events and career fairs.
3. Acts as a point of contact for candidates and hiring managers. Builds and cultivates relationships with candidates and hiring managers. Assists applicants with application status questions, as well as any technical issues throughout application completion.
4. Collaborates with hiring managers to build recruitment and engagement plans for strategic searches. Maintains consistent schedule of tasks and communication with hiring managers on search activities.
5. Advises hiring managers, HR Liaisons, and search committees on ways to promote inclusive, equitable, and diverse employment searches that maintain adherence to employment laws. Assesses and approves candidate selection decisions to ensure the university is compliant with federal, state, and university requirements.
6. Operates as a subject matter expert for the university's electronic applicant tracking system (ATS). Troubleshoots errors and responds to requests for assistance from internal and external users. Administers the position posting and recruitment process through the ATS, as well as other talent acquisition software systems.
7. Assists with the development and delivery of talent acquisition and employment process training.
8. Develops and implements special projects and initiatives designed to enhance and support effective and efficient talent acquisition operations.
9. Performs other duties as assigned.

### 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>	Four-year college degree	No specific discipline.
<b>Experience (yrs.)</b>	3	Experience in talent acquisition, recruitment, or employment 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

Working knowledge of full-cycle recruiting and employer branding techniques.

Working knowledge of human resources policies, practices, precedents, and laws.

Working knowledge of Applicant Tracking Systems (ATS) and databases.

#### 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.

No special vision requirements.

Date: 1/17/2023

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