
Auburn University Job Description

Job Title: **Mgr, Human Resources COSAM**

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

Job Code: **EB93**

FLSA status: Exempt

Job Family: Human Resources

Job Function:

Job Summary

Reporting to the Sr. Manager of Human Resources the Manager of Human Resources - COSAM is to provide effective and professional human resources services to all constituents of the College of Sciences and Mathematics. This position is also responsible for managing all foreign national VISA paperwork for COSAM faculty as well as extensions for students. This position will also be responsible for reviewing and forming new policies for the College of Sciences and Mathematics ensuring policies are up-to-date and align with COSAM and Auburn Universities life cycle.

Essential Functions

1. This position is responsible for the management of all faculty, staff, and student hiring in the College of Sciences and Mathematics from beginning to end. This includes managing the universities current applicant tracking system PeopleAdmin. Oversees creating and managing all postings for faculty and staff employees as well as well as reviewing and approving all postings for undergraduate students, graduate students, and TES employees. Additionally this position will be responsible for preparing and finalizing all hiring proposals including salary negotiations for staff positions.
2. Responsible for overseeing and conducting search committee trainings for faculty searches as well as full-time staff search committees.
3. Manages and assists with employee relation issues for COSAM. This position works closely with supervisors and managers to ensure that the resolution of employee relation issues are resolved. By providing guidance and advice to ensure that proper policies and procedures are followed, correct documentation is provided, and appropriate actions are carried out whether that be drafting a performance improvement plan or the proper dismissal of an employee.
4. Responsible for the performance management process for COSAM and communicates with each supervisor in the college to provide information on proper performance management processes. This position will review all performance evaluations to ensure accuracy and the proper evaluation of employees that may need coaching based on their review. Ensures that all required signatures are obtained and reviews are submitted to AUHR in a timely fashion.
5. Serves as a subject matter expert on the AUHR Policies and Procedures as well as assists in composition of new policies and procedures for COSAM relating to Human Resources functions.
6. Supervises the HR Assistant and additional HR staff within the College of Sciences and Mathematics.
7. Manages and assists staff with all classification and compensation related issues such as reclassifications of positions and extra compensation. This may include assisting supervisors or administrators with classifying a position correctly and ensuring all required documents are accurate prior to sending to AUHR. This will also include submitting additional compensation forms to AU Compensation such as UPO-10's, HR12's, Special Pays, and Out of Class pay information.
8. Responsible for managing professorships, endowments, and awards for COSAM. This position is also assigned with reviewing and approving all ePAFs for faculty, staff, undergraduate students, and graduate student for COSAM.

Supervisory Responsibility

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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>
Education	Bachelor's Degree	Bachelor's Degree in Business Administration, Human Resources Management, or related field is required.
Experience (yrs.)	5	Focus of experience should be Human Resources functions including but not limited to recruiting/staffing, compensation, performance management, training and development, and/or payroll and benefits.

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 Human Resources processes and best practices as well as familiarity with Auburn University's current policies and procedures.

Certification or Licensure Requirements

None required.

Pre-Employment Screening Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 are required.

Date:
