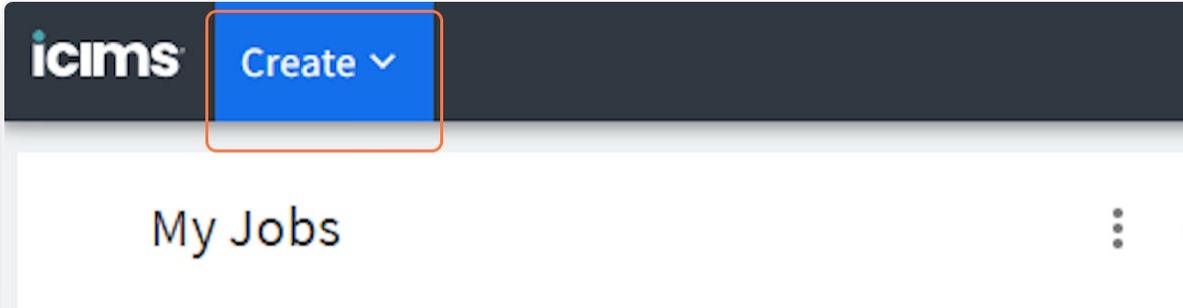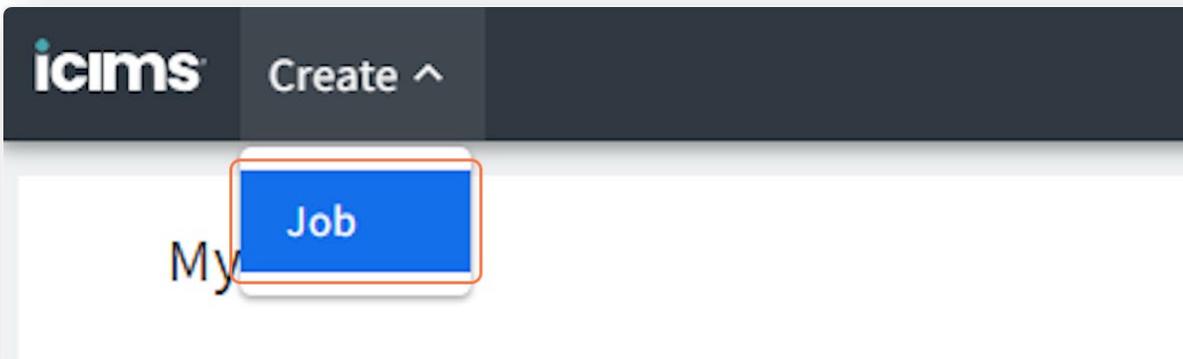# AUBURN UNIVERSITY

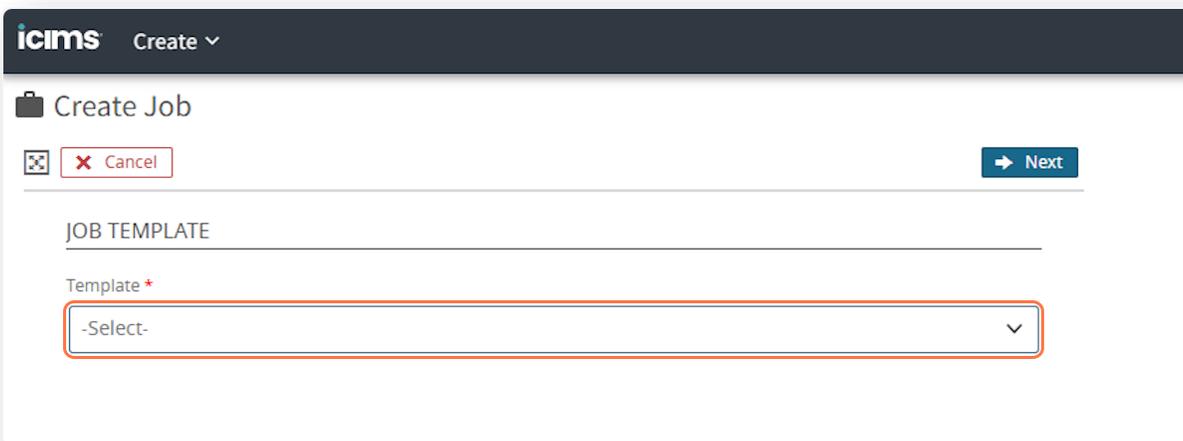## Creating a Student Job in iCIMS

1. Click **Create**

2. Select **Job**

3. Click **Template** field

4. Enter the appropriate job title in the template search and select the most applicable job template for the position.

5. Click **Next**

6. Click **Selection Type** and select Recruitment or Direct Hire.

Check Employment Type Detail to ensure the appropriate template has been selected.

8. Enter **# of Openings**

*The number of openings entered **must accurately** reflect the positions available for hire. Postings will remain active for a maximum of six (6) months or through the end of the semester, whichever occurs first. Once the specified number of openings is reached, the posting will automatically close once candidate is hired.*

University
Auburn

# of Openings *

1

9. Enter **Position Number**

If posting an hourly position and hiring under any student classification, enter each Position Number separately to avoid issues during the hiring process.

Primary Position Number

ST0000

10. Review and update the **Job Description Title** as needed to accurately reflect the position.

JOB POSTING DATA

Job Description Title *

Undergraduate Student Worker

11. Click **Location** field

Job Description Title *

Undergraduate Student Worker

Location *

-Select-

12. Type the **Location** of the position

| ⊠ | ✕ Cancel | ← Previous | | ➡ Next |

Auburn

🔍 Human Resources

-Select-

CES **Human** Resource | 104 Duncan Hall | Auburn University | Alabama | 36849 | United States

Ctr for Arts & **Human**ities | Pebble Hill | Auburn University | Alabama | 36849 | United States

Facilities **Human** Resources | Facilities Mgmt - Fac Bldg 1 | Auburn University | Alabama |

13. Type and Select the appropriate **Location**

Location *

-Select-

🔍 Human Resources

-Select-

Facilities **Human Resources** | Facilities Mgmt - Fac Bldg 1 | Auburn University | Alabama | 36849 | United States

Human Resources | 1550 East Glenn Ave | Auburn | Alabama | 36830 | United States

Human Resources | AUM | Montgomery | Alabama | 36117 | United States

14. Click the **Department** field

ASSIGNMENT

Department *

-Select-

Talent Fulfillment Specialist

16. Type and select the appropriate **Department**

ASSIGNMENT

Department *

-Select-

🔍 Human Resources

-Select-

102010 | Facilities **Human Resources** | Vice President-Facilities Mgmt

101061 | **Human Resources** | AVP, **Human Resources**

271100 | **Human Resources** AUM | Financial & Admin Services AUM

17. Click the **Campus HR** field

Campus HR Leader *

-Select-

Supervisor *

Kinara Autry | kjs0037@auburn.edu | Admin Support Assoc II - Admin

18. Type and Select the appropriate **Campus HR** contact

19. Select the **Supervisor** field, type the supervisor's name, and choose the correct supervisor from the list.

20. Click **Add Search Committee or Application Reviewers**

21. Type the user you would like to add as an **Application Reviewer or as a Search Committee Member**. Click to add to the list.

Search Committee or Application Reviewers

Amy Bruce

Amy Bruce | robear2@mailanator.com | Talent Acquisition Specialist, III
Amy Bruce | robera2@auburn.edu | Mgr, Employment Services

COMPENSATION

22. Type the **Minimum Pay Rate**

COMPENSATION

Posted Min Pay Rate *

USD $ 12.00   Yr.

Posted Max Pay Rate *

USD $ Yr.

23. Select appropriate frequency (**Hr. or Yr.**)

COMPENSATION

Posted Min Pay Rate *

USD $ 12.00   Hr.

24. Type the **Maximum Pay Rate**

Posted Max Pay Rate *

USD $ 15.00   Yr.

25. Select appropriate frequency (**Hr. or Yr.**)

26. Select appropriate **Billing Code** for position

Select 1197-398 Auburn University Student Employment for Undergraduate students.

Select 1197-879 Auburn University Graduate Student Employment for Graduate and Professional students. If unsure of what to select, select both and Employment Services will ensure the correct option is listed.

27. Click selected Item(s) from **'Available'** to **'Selected'**
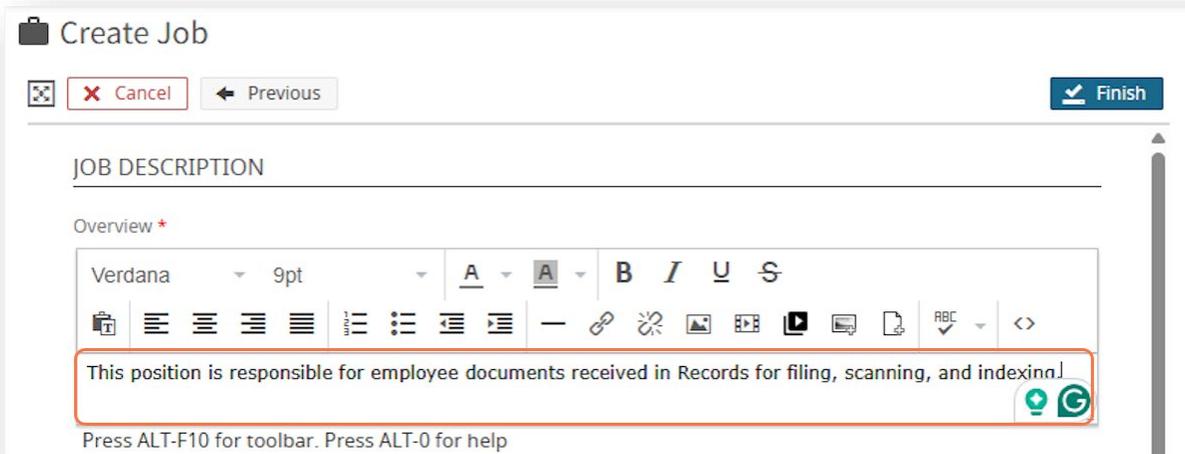
AUBURN UNIVERSITY

28. Click **Next**

29. Click and enter the necessary information into the **Overview** field

The Overview provides a high-level summary of the position. It should describe the overall purpose of the role and should not include specific job duties.

30. Click and enter the necessary information into the **Responsibilities** field
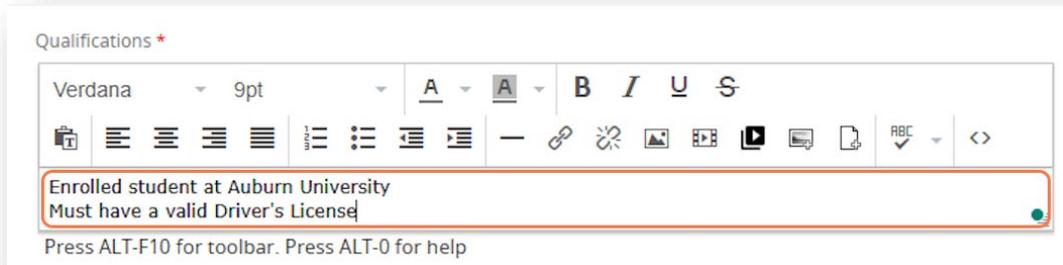
*Responsibilities should outline the essential functions of the position.*
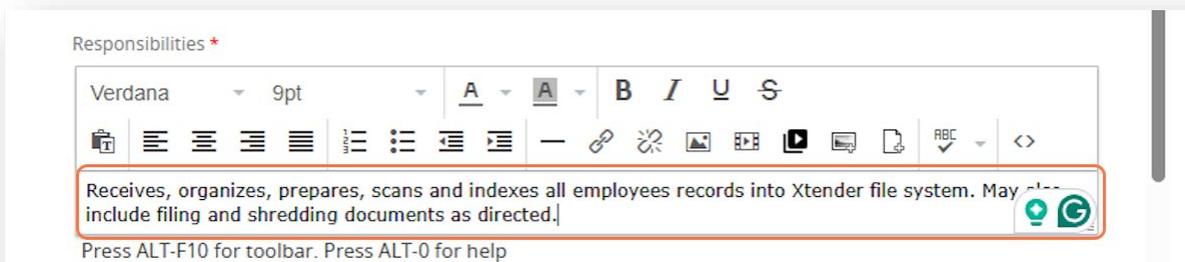
31. Click and enter the necessary information into the **Qualifications** field

   Include only qualifications that are job-related, measurable, and required to perform the essentialfunctions of the role. Do not include preferred or trainable qualifications in this section.

32. Click and enter the necessary information into the **Minimum Knowledge, Skills, and Abilities** field.

   The Required Knowledge, Skills, and Abilities section should describe the specific competencies a candidate must possess to successfully perform the essential functions of the position.
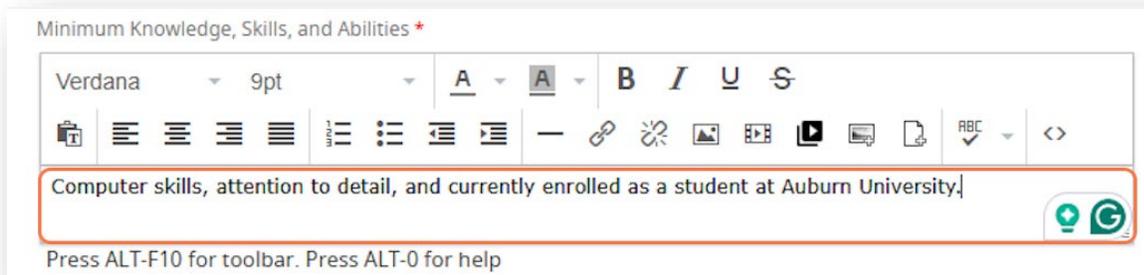
33. Click and enter the necessary information into **Required Pre-Employment Screenings** field

   The Pre-Employment Screenings Required section identifies any screenings that must be successfully completed prior to hire, this includes background checks.

   Note: A background check is mandatory when the student employee will have responsibilities involving minors or will be operating a vehicle on university time, including golf carts.
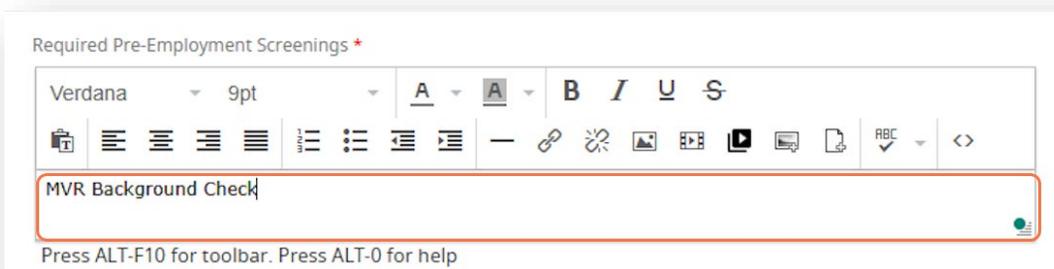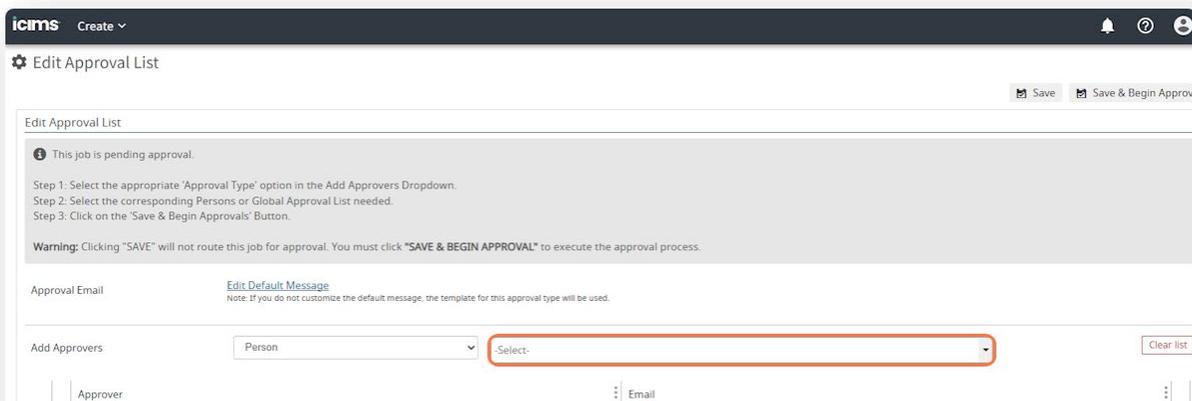
34. Edit the **Why Work at Auburn** field only when additional information is needed as related to the Department or job.
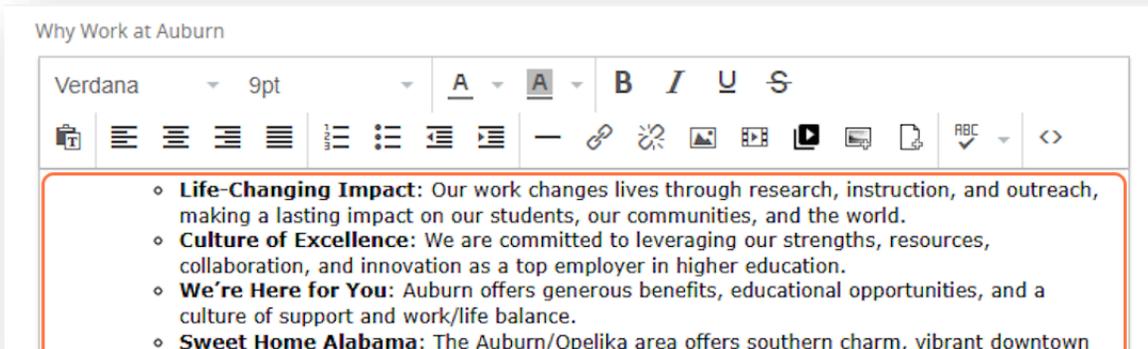
35. Click **Finish**

36. Click on the dropdown in the **Approval List**

38. Select **Job Approval**

   This Global Approval List will automatically route to the assigned Campus HR and Employment Services contact.

39. Click **Save & Begin Approval**

40. Approval and Posted updates will update on your dashboard under the **My Jobs** panel.