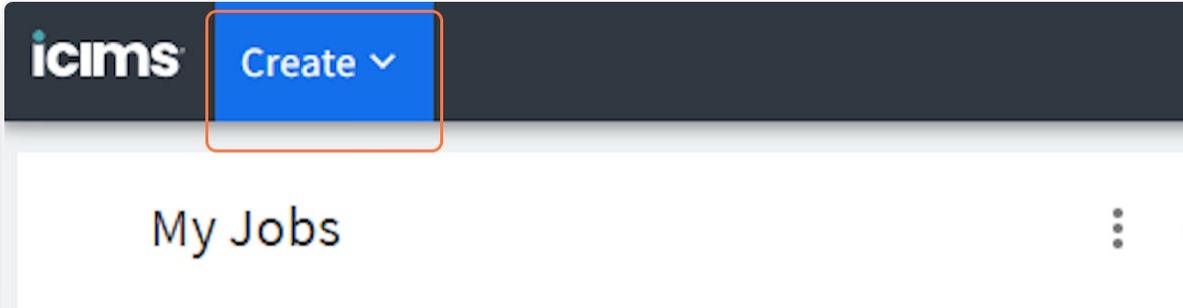


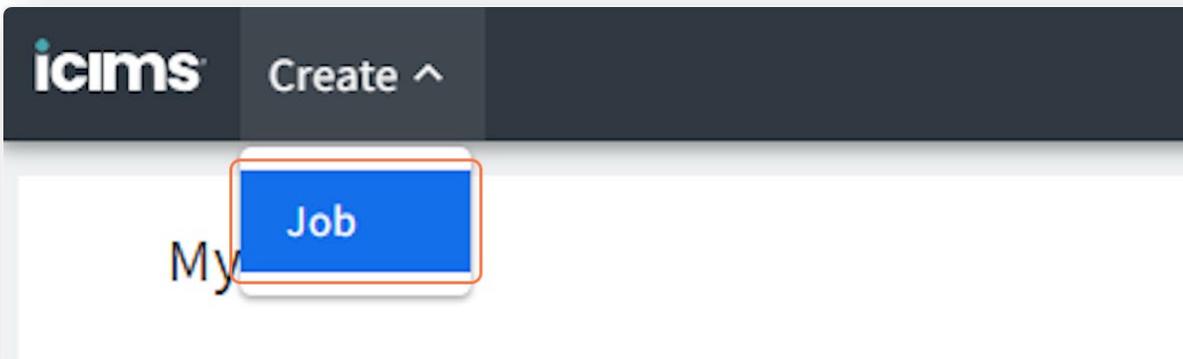


## Creating a Student Job in iCIMS

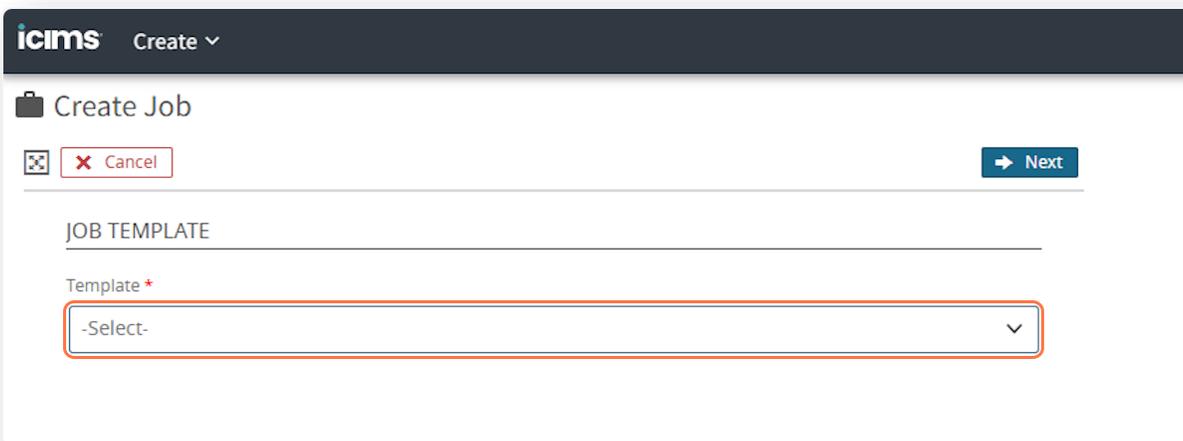
1. Click **Create**



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.

The screenshot shows the 'Create Job' form in iCIMS. At the top, there is a 'Cancel' button and a 'Next' button. Below this is the 'JOB TEMPLATE' section. A 'Template \*' dropdown menu is open, showing a search input with 'Undergrad' entered. The search results list '-Select-' and 'Undergraduate Student Job Template - Auburn', which is highlighted with a red box.

5. Click **Next**

This screenshot shows the same 'Create Job' form. The 'Next' button is now highlighted with a red box, and an orange arrow points to it from the right side of the image.

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

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

The screenshot shows the 'Employment Type Detail' section. It displays 'Undergraduate' and a 'Selection Type \*' dropdown menu. The dropdown menu is open, showing '-Select-' as the selected option, which is highlighted with a red box.



## 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 \*

## 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

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

JOB POSTING DATA

---

Job Description Title \*



11. Click **Location** field

Job Description Title \*

Location \*

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

Cancel Previous Next

Auburn

-Select-

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

Ctr for Arts & **Humanities** | 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-

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

Campus HR Leader \*

-Select-

🔍 — Type to Search —

-Select-

- Abbi Brown | barrabb@auburn.edu | Director of Employment
- Abigail Chambers | abp0035@auburn.edu | Human Resources Generalist II
- Abigail Cross | alc0117@auburn.edu | Human Resources Generalist I
- Amanda Malone | malonad@auburn.edu
- Amanda Smitherman | ahs0026@auburn.edu | Sr. Manager, Human Resources
- Amy Bruce | robera2@auburn.edu | Mgr, Employment Services
- Andrea McAbee | mcabeac@auburn.edu | Sr. Manager, Human Resources
- Angela Cannon | arl0047@auburn.edu | HR Business Partner
- Angela Nonnenmann | anonnenm@aum.edu | Executive Admin Associate
- Arne iCIMSTestProv User Admin | emp38@person.icims.com | User Admin

USD \$ | | Yr |

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

Supervisor \*

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

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

Search Committee or Application Reviewers

[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 | 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 \$  Yr.

Posted Max Pay Rate \*

USD \$  Yr.

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

COMPENSATION

Posted Min Pay Rate \*

USD \$  **Hr.**

24. Type the **Maximum Pay Rate**

Posted Max Pay Rate \*

USD \$  Yr.



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

Posted Max Pay Rate \*

USD \$ 15.00 Hr.

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.*

SCREENING

Reference Check Survey  
(blank)

Billing Code (for References or Background Check)

Available	Selected
1197-398 Auburn University Student Employment	
1197-399 Auburn University Temporary Employment	
1197-617 Administration	
1197-618 AU Montgomery	
1197-873 Auburn Univ - HR Faculty, Research & Development	
1197-874 Auburn Univ-HR Faculty, Student Affairs	
1197-879 Auburn University Graduate School Employment	
SS (Non-Faculty) Office of the President	
SS (Non-Faculty) Vice President, Facilities Management	

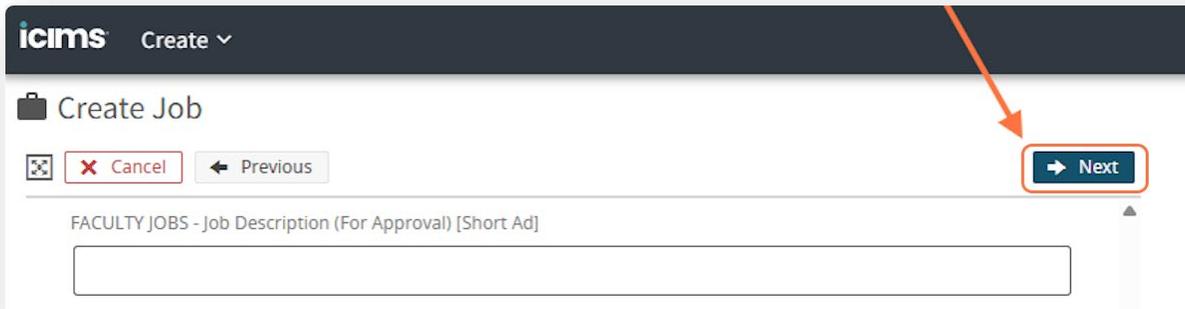
27. Click selected Item(s) from **'Available'** to **'Selected'**

Billing Code (for References or Background Check)

Available	Selected
1197-398 Auburn University Student Employment	
1197-399 Auburn University Temporary Employment	
1197-617 Administration	
1197-618 AU Montgomery	
1197-873 Auburn Univ - HR Faculty, Research & Development	
1197-874 Auburn Univ-HR Faculty, Student Affairs	
1197-879 Auburn University Graduate School Employment	
SS (Non-Faculty) Office of the President	
SS (Non-Faculty) Vice President, Facilities Management	

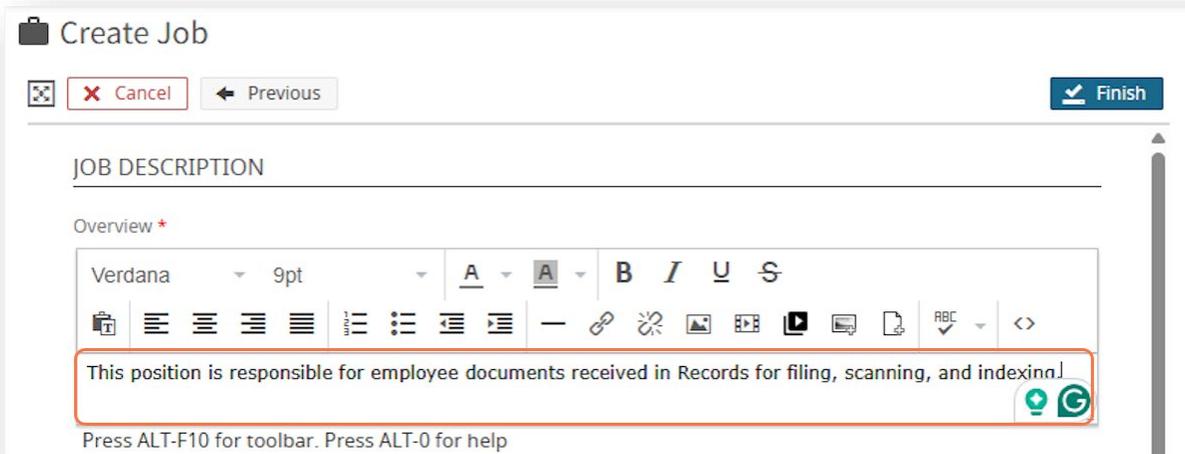


28. Click **Next**



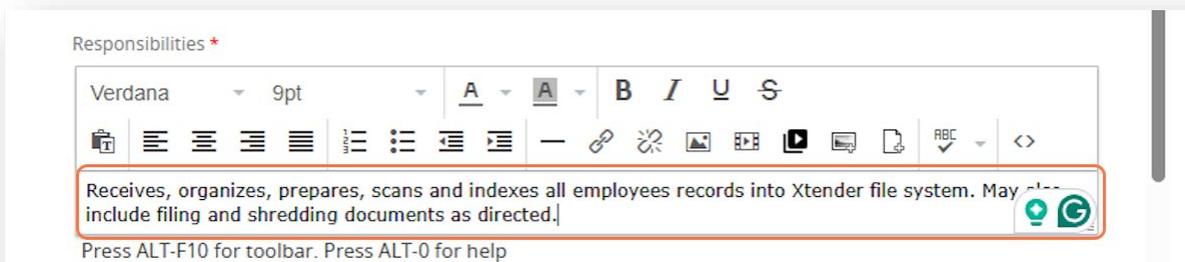
29. Click and enter the necessary information into the **Overview** field

*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

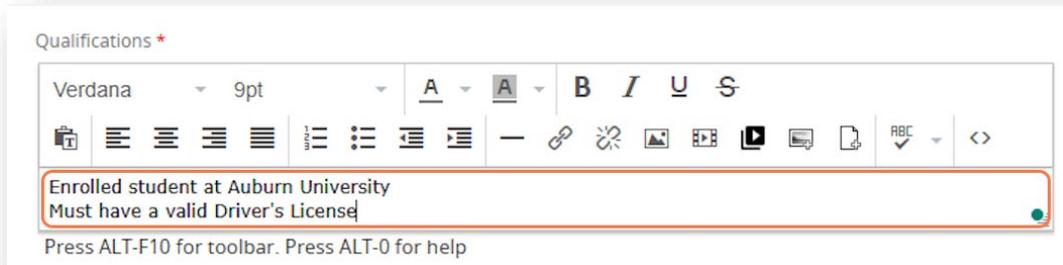
*Responsibilities should outline the essential functions of the position.*





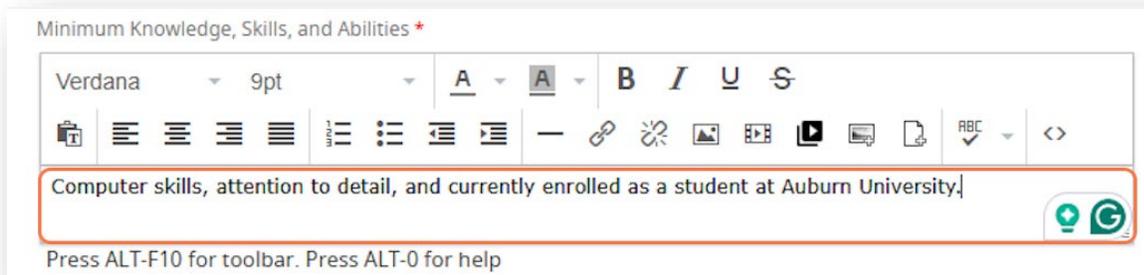
31. Click and enter the necessary information into the **Qualifications** field

*Include only qualifications that are job-related, measurable, and required to perform the essential functions 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.

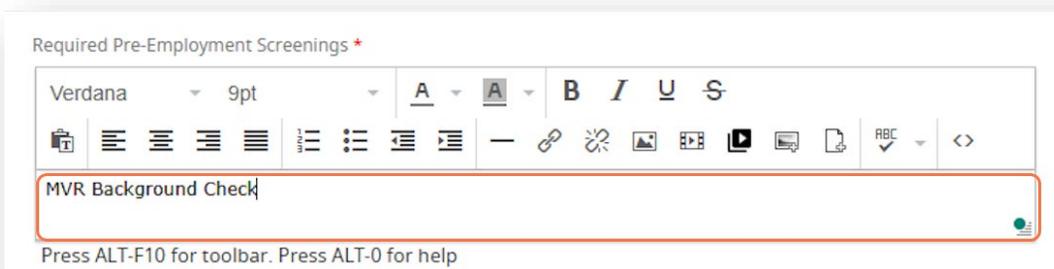
*The Required Knowledge, Skills, and Abilities section should describe the specific competencies a candidate must possess to successfully perform the essential functions of the position.*



33. Click and enter the necessary information into **Required Pre-Employment Screenings** field

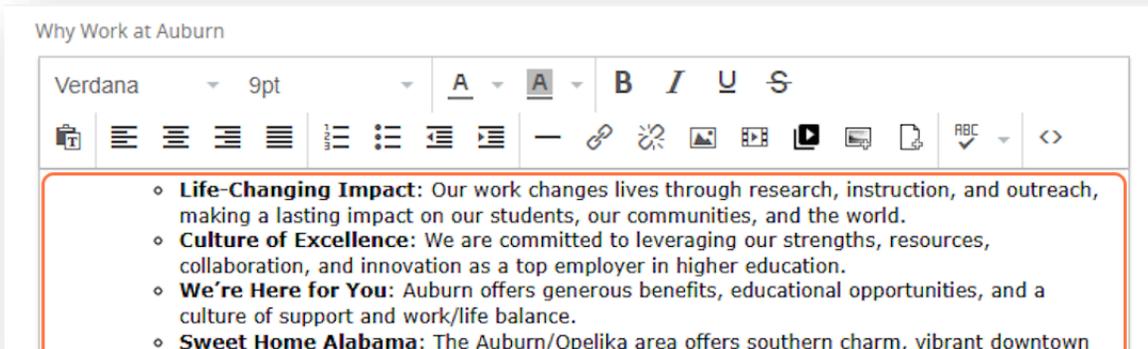
*The Pre-Employment Screenings Required section identifies any screenings that must be successfully completed prior to hire, this includes background checks.*

*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.*





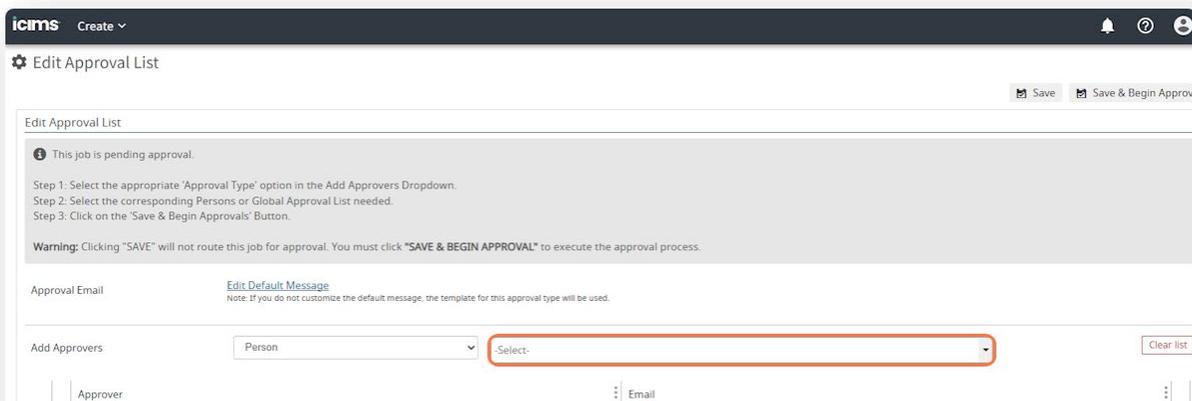
34. Edit the **Why Work at Auburn** field only when additional information is needed as related to the Department or job.



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.*

Add Approvers Global Approval List

Approver

-Select-

— Type to Search —

-Select-

**Job Approval**

Job Approval - Rec Health Promotion & Wellness

Manager Hierarchy (HM Manager, HM Manager +2)

Non-Faculty Job Approval

## 39. Click **Save & Begin Approval**

Save Save & Begin Approval

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

My Jobs

[Approved, Posted Jobs](#)

Job ID	Job Description Title	Department Name
<a href="#">2026-7360</a>	<a href="#">Undergraduate Student Driver</a>	Human Resources

[Closed \(Filled\) Jobs](#) No Results

[Approved, Not Posted](#) No Results