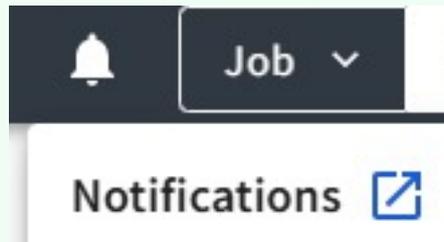# Approve a Job Posting in Auburn ICIMS

Steps to review the Job Description in the Auburn ICIMS system.

ⓘ Tip! Notifications in iCIMS are customizable by user. Select the Bell icon next to the Quick Search Menu and use the pop-out icon to select whether to receive notifications by email or inside iCIMS.

⚠ Alert! The link to review the Job Description in your email notification will not provide the full Job Detail and Job Description. It is recommended to review all the information inside the iCIMS platform.

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1 When you receive a notification of a Job Approval, navigate to **https://auburn.icims.com** in your web browser.

2 Select "Job" from the Quick Search Menu

3 Type the Job Requisition Number from your notification. The Job Requisition format is 2026-####.

4   Confirm that the Quick Search Results are correct and Select that Job.

5   From the Job Overview tab, click the Detail tab.

6 Scroll down to review the Search Advisory Committee members.

7 Scroll down to review the recruitment plan and the text contents of the long and short advertisements that will be sent to the venues listed in the recruitment plan.

8   Click the Description tab.

icims   Create ˅   Search ˅   Library ˅   Other ˅   🔔   Job ˅   7650

Assistant Professor (Spanish Lingui...   🗀 Not Approved   # 2026-7650   📍 Auburn University, Alaba...   Hiring Manager: Trista Armstrong | tda0009...

Overview   Candidates   Detail   Description   Questions   Approval   Postings   Source   iForms (Job)

Detail

University
Auburn

# of Openings
1

# of Remaining Openings
1

Tenure Type
Eligible

Contract Type
Continuing

Length of Term (In Months)
9 month

Primary Position Number
115110

Part of Full-Time
Full-Time

Location
Foreign Language
Haley Center 6030 Auburn University, Alabama 36849 United States Lee County,
Map

Promoted Job
No

Assignment

Department
134300 | World Langs & Cultures | College of Liberal Arts

Campus HR Leader

Compensation

Posted Min Pay Rate
USD $75,000.00 Annually

Posted Max Pay Rate

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9   Review the Job Overview; Responsibilities; Qualifications; Minimum Knowledge, Skills, and Abilities; Required Pre-Employment Screenings; and Why Work at Auburn sections. These are the fields that will be published at **jobs.auburn.edu** and through Auburn's standard employment advertising package.

icims   Create ˅   Search ˅   Library ˅   Other ˅   🔔   Job ˅   7650

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Overview   Candidates   Detail   Description   Questions   Approval   Postings   Source   iForms (Job)

Description

Job Description

Overview

Assistant Professor (Spanish Linguistics)

To be considered for this position, candidates must submit the following materials. Review of applications will begin **February 15, 2026** and will continue until a candidate is selected.

- Curriculum Vitae (CV) detailing academic and professional history
- Graduate transcripts
- 3 letters of recommendation (at least one of which addresses candidate's teaching effectiveness)
- Sample teaching evaluations
- Teaching philosophy and research statements

Only candidates who have uploaded all the required documents will be considered. Additional materials may be requested at a later stage in the selection process.

Responsibilities

The Department of World Languages, Literatures, and Cultures at Auburn University invites applications for a **tenure-track Assistant Professor of Spanish Linguistics** with specialization in **Sociolinguistics** (applicants with an *applied sociolinguistics* profile are encouraged to apply). The appointment will begin in **August 2026**. We seek a colleague with a strong interdisciplinary research agenda and willingness to collaborate across projects and areas. This position carries a 3-2 teaching load. Responsibilities include in-person teaching: a yearly Spanish Teaching Methodology graduate course, undergraduate Spanish language courses with an emphasis on Spanish for the Professions, and graduate courses in Spanish linguistics. The

10 Click the Approval tab.

11 Please use this tab to indicate your approval (green button) or add comments for any corrections that need to be made and click the red button.

Tip! If you Decline the job for any correction, the approval workflow will be reset and you will have an opportunity to review the Job Details and Job Description again.