AUBURN
Human Resources

Sr Spec, Student & Temp Empl-EB69

Job Description

JOB INFORMATION

Job Code	EB06
Job Description Title	Sr Spec, Student & Temp Empl-EB69
Pay Grade	HR06
Range Minimum	$42,300
33rd %	$49,340
Range Midpoint	$52,870
67th %	$56,390
Range Maximum	$63,440
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/11/2022

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employment Services

JOB SUMMARY

Reporting to the Manager, Student Employment and Temporary Services, performs activities supporting the recruitment, screening, and referral of student and temporary employees for Auburn University. Performs operational, as well as administrative, functions in support of Student & Temporary Employment Services.

RESPONSIBILITIES

- Acts as a point of contact for candidates and hiring managers, building and maintaining relationships in support of Student and Temporary positions. Administers the hiring process for student and temporary candidates through an electronic applicant tracking system (ATS). Reviews positions and hiring information, finalizes hires, and initiates the onboarding process. Consults with departments throughout the hiring process.
- Assists temporary candidates with completing the background check process, orders background checks via an electronic portal - based on position requirements, reviews background check results for discrepancies and escalates discrepancies when appropriate, all in accordance with the university's Policy on Background Checks.
- Coordinates onboarding documentation for temporary candidates. Completes, verifies and maintains the I-9 and E-Verify processes to ensure legal compliance. Coordinates with the university's Tax Compliance office for work authorization and legal dates of employment for foreign national candidates.
- Processes electronic personnel action forms for new jobs, pay rate changes, supervisor changes, department changes and terminations of student and temporary employees.
- Provides administrative support to the Student & Temporary Employment Services unit, including record-keeping, file maintenance and ERP (Banner) file creation and entry of employee information.
- Maintains temporary employee data electronically to enable tracking of hours worked in accordance with the restrictions of the Affordable Care Act (ACA), as well as tracking of temporary employee length of assignment, in accordance with the Policy on Temporary Employment Services (TES).
- Assists student candidates with completing the Motor Vehicle Report (MVR) check process (when applicable), orders MVR reports via an electronic portal, and submits discrepancy results to Risk Management for review. In cases of a discrepancy, works with Risk Management and the department in accordance with the university's Fleet Safety Policy.
- Calculates hours and rate of pay for temporary Executive positions and reviews monthly payroll comparisons to ensure accurate number of hours worked.
- May complete special projects designed to enhance and support the effective and efficient operations of the Student and Temporary Employment Services unit.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Four-year degree in discipline appropriate to position.	and	2 years of	Experience with administrative Human Resources functions including, but not limited to, employment processes and applicant tracking systems.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of employment processes, including staff, student, and temporary employees	
Proven knowledge of multiple Human Resources functions	
Proven knowledge of fundamental HR concepts, practices, and procedures	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing		X				
Walking		X				
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Reaching		X				
Talking				X		
Hearing				X		
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.