AUBURN
Human Resources

Coord, Employment Services

Job Description

JOB INFORMATION

Job Code	EB32
Job Description Title	Coord, Employment Services
Pay Grade	HR07
Range Minimum	$45,750
33rd %	$54,900
Range Midpoint	$59,480
67th %	$64,050
Range Maximum	$73,200
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	6/30/2026 5:24:07 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employment Services

JOB SUMMARY

This position coordinates full-cycle student employment processes, including job postings, hiring actions, and background checks, ensuring compliance with university policies and applicable federal and state regulations, including the Fair Labor Standards Act (FLSA). The role supports recruitment operations by overseeing hiring workflows from posting through onboarding, promoting efficient, consistent, and compliant practices across the employment lifecycle.

RESPONSIBILITIES

- Executes full-cycle processing of student employment transactions, overseeing all stages pre-employment processing through hire. Reviews and approves hiring actions, background checks and hiring requests to ensure accuracy, timeliness, and compliance with university policies and applicable federal and state employment regulations, including the Fair Labor Standards Act (FLSA).
- Partners with Talent Acquisition in review and approval of student postings, to ensure job content accuracy and alignment, compliance to university policy, as well as state and federal guidelines, equitable compensation, consistent posting structure and candidate experience, system and workflow efficiency.
- Coordinates the candidate communications process, providing timely updates on application status and ensuring a positive and consistent candidate experience throughout the hiring process.
- Coordinates and supports end-to-end recruitment workflow efficiency from job posting through candidate hire, ensuring timely progression of requisitions and minimizing delays across all stages of the hiring lifecycle. Monitors workflow activity within the applicant tracking system, identifies bottlenecks, and collaborates with Talent Acquisition and Talent Fulfillment to implement process improvements and ensure consistent, compliant execution.
- Conducts initial screening activities for entry-level and early career roles, including applicant review and preparation of Pay Evaluator assessments to ensure candidates meet required criteria.
- Conducts research on recruitment campaigns and analyzes prospect data to support targeted recruitment strategies in collaboration with Talent Acquisition Specialists.
- Plans and supports student recruitment-related events to enhance organizational visibility, engagement, and pipeline development, as it relates to on-campus student employment.
- Reviews and processes employment-related transactions, including background checks, Graduate Electronic Personnel Action Forms (ePAFs), and Graduate Assistant (GA) position descriptions, ensuring accuracy and compliance with institutional guidelines and federal and state regulations, including FLSA requirements where applicable.

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	No supervisory responsibilities.

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	No Specific Discipline	and	2 years of	human resources with a focus on employment services.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of federal employment laws and regulations.	
Proven knowledge of multiple Human Resources functions	
Proven knowledge of fundamental HR concepts, practices, and procedures	
Effective communication skills to collaborate with stakeholders and communicate compliance regulations under employment laws.	
Ability to research, synthesize information, and draw actionable insights.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				10 lbs
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.