AUBURN
Human Resources

Mgr, Employment Services

Job Description

JOB INFORMATION

Job Code	EB57
Job Description Title	Mgr, Employment Services
Pay Grade	HR12
Range Minimum	$76,560
33rd %	$96,970
Range Midpoint	$107,180
67th %	$117,390
Range Maximum	$137,800
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	7/30/2021 11:18:59 AM
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JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employment Services

JOB SUMMARY

Manages, plans, develops, and oversees university-wide human resources strategies, activities, programs, and processes related to employment services, to include both talent acquisition and talent fulfillment for five different employment types (Administrative Professional, University Staff, Temporary, Undergraduate Student, and Graduate Student). Manages and leads the daily operations of the employment teams, ensuring compliance with federal and state regulations, as well as university policy.

RESPONSIBILITIES

- Manages, implements, and oversees employment services HR functions university-wide, for five employment types (administrative professional, staff, temporary, undergraduate student, and student. Ensures university goals and objectives are met by assessing the effectiveness of talent acquisition and talent fulfillment practices and consistently implementing them university-wide. Assesses university employment needs, develops new programs, as well as updates existing programs and processes to meet those needs.
- Serves as a subject-matter expert for the university's web-based applicant tracking system (ATS). Troubleshoots errors and responds to requests for assistance from internal and external users. Designs, tests, and configures new workflows and process enhancements. Educates and trains department users on the effective use of the ATS.
- Advises supervisors and managers on a variety of student and temporary employee issues, including, but not limited to, resolving employee relation issues, which include providing recommendations and guidance for appropriate courses of action; as well as compensation issues, which include recommending hourly pay, researching and gathering position data for reclassifications, and performing analysis on current salaries to ensure alignment with the university pay structure.
- Develops training sessions, materials, and other documents designed to educate the university on talent acquisition and talent fulfilment matters. Develops and hosts training classes and information sessions on employment related policies, procedures, and systems. Presents employment-related information at meetings and events, such as Human Resources Liaisons meetings, HRD classes, Camp War Eagle, and Successfully Orienting Students (SOS) sessions.
- Ensures compliance with policies, procedures, and practices, as well as federal and state regulations relating to employment services. Ensures consistent, university-wide application. Develops communications, trainings, and other tools to build supervisor and manager awareness of compliance obligations. Audits internal processes to ensure efficient and accurate application of work.
- Directly supervises a team of HR professionals focused on talent acquisition and talent fulfillment duties, which include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained

RESPONSIBILITIES

	and following policies and procedures; and makes recommendations for hiring, terminations, and disciplinary action. Oversees the daily operational workflow of the department.
•	Directly responsible for specialty situations, such as: * Reduction in Force application counseling and recommendations * Dual Career Services strategy, counseling, and recommendations * Advertisement and sourcing contract negotiations.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	In Human Resources, Business, Business Administration, Industrial/Organizational Psychology, Management, or other industry related or relevant field.	and	7 years of	Experience in managing, overseeing, and/or coordinating human resources functions, specifically in the areas of talent acquisition, employment, and/or recruitment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In-depth knowledge of full-cycle recruiting and employer branding techniques.	
Strong knowledge of human resources policies, practices, precedents, and laws.	
Working knowledge of Applicant Tracking Systems (ATS) and databases.	

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			

PHYSICAL DEMANDS

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