AUBURN
Human Resources

Asst Mgr, Talent Acquisition

Job Description

JOB INFORMATION

Job Code	EB81
Job Description Title	Asst Mgr, Talent Acquisition
Pay Grade	HR10
Range Minimum	$62,730
33rd %	$77,370
Range Midpoint	$84,690
67th %	$92,000
Range Maximum	$106,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/24/2023

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employment Services

JOB SUMMARY

Assists in the management, planning, development, and oversight of university-wide human resources activities, programs, and processes related to employment services and talent acquisition. Manages and leads the daily operations of a team of talent acquisition specialists, ensuring compliance with federal and state regulations, as well as university policy.

RESPONSIBILITIES

- Develops, plans, and executes talent acquisition activities, university-wide, for all administrative professional and university staff positions. Directly responsible for job postings, advertising, and strategic applicant sourcing for Manager level positions and above, along with positions identified as 'hard-to-fill'.
- Develops, plans, and executes talent acquisition programs designed to enhance the university-wide applicant recruitment experience. Develops outreach programs to reach wider applicant pools and attract new talent to Auburn University. Develops recruitment services designed to attract Auburn University to diverse applicant pools.
- Manages the coordination of Executive Search Firm administration. Assists departments establish relationships with search firms, and operates as the vendor point-of-contact. Works with departments and the search firm to ensure all legal obligations are followed and executed.
- Operates as the Certified System Administrator for the university's web-based applicant tracking system (ATS), and serves as a subject-matter expert. 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.
- Develops training sessions, materials, and other documents designed to educate the university on employment and talent acquisition 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 and HRD classes.
- Directly supervises a team of HR professionals focused on talent acquisition, which includes prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained and following policies and procedures; makes recommendations for hiring, terminations, and disciplinary action. Oversees the daily operational workflow of the 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 supervise employees but supervision is not the main focus of the job.

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	6 years of	Experience in talent acquisition, recruitment, and/or employment-related processes.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong 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			
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			