AUBURN
Human Resources

Spec, Talent Acquisition

Job Description

JOB INFORMATION

Job Code	EB84
Job Description Title	Spec, Talent Acquisition
Pay Grade	HR09
Range Minimum	$55,760
33rd %	$68,770
Range Midpoint	$75,280
67th %	$81,780
Range Maximum	$94,790
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	9/13/2024 10:16:31 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employment Services

JOB SUMMARY

Plans and implements talent acquisition functions that will enhance the recruitment of university talent pools. Performs operations and services that support effective and efficient recruitment, university-wide.

RESPONSIBILITIES

- Develops, plans, and executes talent acquisition activities, university-wide, for all administrative professional and university staff positions. Develops a pool of qualified candidates both proactively and in response to posted requisitions using appropriate sourcing technology. Reviews applicants to evaluate if they meet the position requirements. Conducts pre-screening interviews to assess applicants' relevant experience, knowledge, skills, and abilities.
- Posts and advertises position openings on job sites and via social media, as well as other areas beneficial to finding qualified candidates. Participates in outreach opportunities such as community networking events and career fairs.
- Acts as a point of contact for candidates and hiring managers. Builds and cultivates relationships with candidates and hiring managers. Assists applicants with application status questions, as well as any technical issues throughout application completion.
- Collaborates with hiring managers to build recruitment and engagement plans for strategic searches. Maintains consistent schedule of tasks and communication with hiring managers on search activities.
- Advises hiring managers, HR Liaisons, and search committees on employment searches that maintain adherence to employment laws. Assesses and approves candidate selection decisions to ensure the university is compliant with federal, state, and university requirements.
- Operates as a subject matter expert for the university's electronic applicant tracking system (ATS). Troubleshoots errors and responds to requests for assistance from internal and external users. Administers the position posting and recruitment process through the ATS, as well as other talent acquisition software systems.
- Assists with the development and delivery of talent acquisition and employment process training.
- Develops and implements special projects and initiatives designed to enhance and support effective and efficient talent acquisition operations.

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	No specific discipline.	and	3 years of	Experience in talent acquisition, recruitment, employment processes, human resources or career services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of full-cycle recruiting and employer branding techniques.	
Working 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			