AUBURN
Human Resources

# Mgr, Human Resources COSAM

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | EB93 |
| Job Description Title | Mgr, Human Resources COSAM |
| 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 | 136 College of Sciences & Math |
| Approved Date: | 9/12/2025 2:46:21 PM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Human Resources |
| Job Function: | HR Operations |

## JOB SUMMARY

Reporting to the Sr. Manager of Human Resources, the Manager of Human Resources - COSAM provides effective and professional human resources services to all constituents of the College of Sciences and Mathematics. This position is also responsible for managing all foreign national VISA paperwork for COSAM faculty, as well as extensions for students. This position will also be responsible for reviewing and forming new policies for the College of Sciences and Mathematics, ensuring policies are up-to-date and align with COSAM and Auburn University's life cycle.

## RESPONSIBILITIES

- This position is responsible for the management of all faculty, staff, and student hiring in the College of Sciences and Mathematics from beginning to end. This includes managing the university's current applicant tracking system. Oversees creating and managing all postings for faculty and staff employees as well as well as reviewing and approving all postings for undergraduate students, graduate students, and TES employees. Responsible for preparing and finalizing all hiring proposals, including salary negotiations for staff positions.
- Responsible for overseeing and conducting search committee trainings for faculty searches as well as full-time staff search committees.
- Manages and assists with employee relations issues for COSAM. This position works closely with supervisors and managers to ensure that the resolution of employee relations issues are resolved. By providing guidance and advice to ensure that proper policies and procedures are followed, correct documentation is provided, and appropriate actions are carried out, whether that be drafting a performance improvement plan or the proper dismissal of an employee.
- Responsible for the performance management process for COSAM and communicates with each supervisor in the college to provide information on proper performance management processes. This position will review all performance evaluations to ensure accuracy and the proper evaluation of employees who may need coaching based on their review. Ensures that all required signatures are obtained and reviews are submitted to AUHR in a timely fashion.
- Serves as a subject matter expert on the AUHR Policies and Procedures, as well as assists in the composition of new policies and procedures for COSAM relating to Human Resources functions.
- Supervises the HR Assistant and additional HR staff within the College of Sciences and Mathematics.
- Manages and assists staff with all classification and compensation-related issues, such as reclassifications of positions and extra compensation. This may include assisting supervisors or administrators with classifying a position correctly and ensuring all required documents are accurate prior to sending to AUHR. This will also include submitting additional compensation forms to AU Compensation, such as UPO-10's, HR12's, Special Pays, and Out of Class pay information.

## RESPONSIBILITIES

- Responsible for managing professorships, endowments, and awards for COSAM. This position is also assigned to review and approve all ePAFs for faculty, staff, undergraduate students, and graduate students for COSAM.

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

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|---|---|
| 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 | with no specific discipline. | and | 5 years of | broad human resources management experience leading and executing initiatives across multiple HR functions - including employee relations, recruitment, compensation, performance management, training and development, benefits, and HR compliance - within a complex organizational environment. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of Human Resources processes and best practices as well as familiarity with Auburn University's current policies and procedures. | |

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | | X | | |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| 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 | | | | |

**Vision Requirements:**

No special vision requirements.