
Auburn University Job Description

Job Title: **Faculty Resources Specialist** Grade AS08 \$36,200 - \$54,300
Job Code: **CA55**
FLSA status: Non-exempt
Job Family: Job Function:

Job Summary

On behalf of the Provost's Office, the Specialist of Faculty Resources is responsible for coordinating, collecting, reviewing, and processing faculty Human Resources records such as recruitment and employment, payroll and pay actions, and electronic personnel actions. Works under close supervision to perform varied duties and assignments involving some judgement. Routine questions and problems may be resolved independently, while referring complex issues to the supervisor or Associate Provost for Faculty Affairs.

Essential Functions

1. Supports all units that hire tenure track and non-tenure track faculty regardless of full- or part-time status. Initiates and analyzes daily queries in PeopleAdmin to identify actions needed to be taken for all recruitment and direct hire postings and all hiring proposals in PeopleAdmin-Faculty, Auburn's applicant tracking system. Escalates problems and refers exceptions to the supervisor or Associate Provost for Faculty Affairs.
2. On behalf of the Provost's Office, serves as approver for Electronic Personnel Action Forms (EPAF) requests for all units that pay tenure track and non-tenure track faculty regardless of full- or part-time status. Reviews all supporting evidence to support the requested EPAFs and routes to University Human Resources Records for import into Banner. May serve as a subject matter expert for EPAF processing.
3. On behalf of the Provost's Office, coordinates, collects, reviews, and processes all documentation of faculty payroll actions. Supports all units that pay tenure track and non-tenure track faculty regardless of full- or part-time status by accurately and efficiently prepare, review, research, verify, correct, and process documents for entry into the Human Resources Banner System in accordance with established Auburn University policies and procedures. Escalates problems and refers exceptions to the supervisor or Associate Provost for Faculty Affairs.
4. May perform duties that include but are not limited to research and gather background information on a variety of topics, compiles information and prepares reports and job-related documentation of a confidential nature, creates, and runs queries and analyzes HR-related data, and recommends and assists with implementation of process improvements that align with the University's strategic plan to streamline processes, eliminate outdated programs and processes, and create efficiencies when related to faculty hiring faculty for all academic units.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	No Specific Discipline
Experience (yrs.)	0	Experience in human resources administration including processing payroll and using various databases.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions 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 Required Knowledge

Knowledge of fundamental concepts, practices and procedures of payroll, employment, and records. Proficient in Microsoft Office and Adobe applications. Critical thinker and able to apply standard guidance to a wide variety of facts and circumstances.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 5/5/2023
