

JOB INFORMATION

Job Code	EB06A
Job Description Title	Spec I, Employment
Pay Grade	HR06
Range Minimum	\$39,870
33rd %	\$46,510
Range Midpoint	\$49,840
67th %	\$53,160
Range Maximum	\$59,800
Exemption Status	Exempt
Approved Date:	7/30/2021 11:27:55 AM
Legacy Date Last Edited	1/5/2012

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employment Services

JOB SUMMARY

Administers employment programs/services and resolves related issues with regard to recruitment activities for the University.

RESPONSIBILITIES

- Facilitates the advertising of job vacancies by assuring appropriate approvals have been granted by Department and AA/EEO officials and posting the vacancies on AU's website.
- Provides assistance and advice to applicants as well as hiring supervisors in the use of AU's online employment practices and policies.
- Prepares and submits salary referrals for new hires to ensure internal equity of salaries.
- Screens applications submitted for job vacancies in order to forward qualified applicants to the hiring department.
- Trains, advises, and informs Auburn University employees on employment issues.

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 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	Degree in Human Resources, Management, Business Administration,	And	0 years of	Experience in human resources with an emphasis in employment services	

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	Years of Experience	Focus of Experience
	Industrial/Organizational Psychology or related field		

Substitutions Allowed for Experience Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.