
Auburn University Job Description

Job Title: **Mgr, Temporary Employment**
Job Code: **EB14**
FLSA status: Exempt

Job Family: No Family
Grade 35: \$51,900 - \$86,400

Job Summary

Manages Temporary Employment Services which includes recruiting, interviewing and hiring temporary employees for Auburn University.

Essential Functions

1. Conducts on-going recruitment programs to ensure that an adequate pool of qualified applicants are available for Temporary Employment Services.
2. Screens prospective temporary employees to determine eligibility for employment. Counsels with applicants concerning employment procedures.
3. Responds to requests for temporary employment by matching applicants to job specifications and referring employees for specific assignments.
4. Forecasts temporary employment needs by communicating and interacting with hiring supervisors on a regular basis.
5. Monitors active employees to ensure compliance with university policy limiting the length of temporary employment to eleven months.
6. Manages the financial records of the Temporary Employment Services office.
7. Oversees the preparation of the bi-weekly payroll, billing process and associated reports and documentations.
8. Acts as building manager on any building issues by serving as point of contact between University and building owner.

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.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field
Experience (yrs.)	5	Experience in human resources management including employment and classification and compensation

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

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 Human Resources policies, practices and laws as it related to the hiring and compensation of employees.

Certification or Licensure 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, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, .

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

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

Date: 1/5/2012
