
Auburn University Job Description

Job Title: **Spec, Onboarding Center**

Job Family: No Family

Job Code: **EB51**

Grade HR08 \$45,000- \$72,000

FLSA status: Exempt

Job Summary

The Onboarding Specialist will work as a team member in delivering a welcoming and positive onboarding experience for new employees of Auburn University. This delivery of services includes personalized customer service, serving as an enterprise of community and University resources, enhancing institutional pride and engagement among employees, maintaining collaborative relationships and coordination with University departments, partners, and the community.

Essential Functions

1. Creates and maintains a positive experience for onboarding activities for new employees. Initiates contact with new employees as offers are accepted to begin planning for actions for all University-level onboarding activities.
 2. Meets with new employees to explain the onboarding process. This includes collecting and providing information to the employees about University and community resources and generating employee ID cards.
 3. Maintains timely, accurate hire and separation information of the employees by analyzing and entering data. Tracks data on hires and onboarding/offboarding needs to maintain center activities, volume, and trends.
 4. Maintains a new employee guide, makes recommendations of changes for website improvement of pertinent information related to new employees, updates any relevant University information, as well as assists in the development of important resources for process improvement of all onboarding activities.
 5. Partners with departments (including HR Liaisons) across campus and off-campus to engage new employees in the onboarding experience within a department. This may include developing and providing information for formalizing specific onboarding activities unique to the respective areas.
 6. Completes I-9 forms and E-Verify activities while ensuring compliance with all USCIS standards. Maintains current knowledge of all I-9 and E-Verify compliance requirements.
 7. Processes work authorization forms for foreign national hires while ensuring compliance with all federal and state regulations. Remains up-to-date with changes in compliance for international hires and associated visa statuses in relation to length of status.
 8. Assists with and makes recommendations regarding the development of protocols, materials, and processes of all activities within the Onboarding Center.
 9. Serves as an additional resource in the entry of records into HR system to ensure timely processing of new hire records.
 10. Responsible for completion of Form 1-9 reverifications of work authorization for all employee types. Collaborates and provides guidance for campus officers to meet federal USCIS compliance requirements and university policies.
 11. Schedules new employees for New Employee Orientation and delivers orientation content by following best practices. Collaborates with hiring departments, new employees, and other internal offices in a smooth orientation experience for the new employee. Resolves issues as needed.
 12. Identifies opportunities to engage new employees in activities, programming, or information which
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highlights culture, history, tradition, diversity, and inclusion.

Performs other related duties as assigned by supervisor.

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	Four-year college degree	No Specific Discipline
Experience (yrs.)	3	Experience delivering high-level customer service in a fast-paced, dynamic atmosphere working as an engaged team member. Experience using computer software, databases, and HR record systems. Experience in process improvement. Preferred experience in HR and Banner employee records and/or working in a start-up.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Form I-9 and E-Verify compliance and regulations; International statuses and related work authorization eligibility.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, .

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

Date: 6/3/2022
