



JOB INFORMATION

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| Job Code | EB51 |
| Job Description Title | Spec, Onboarding Center |
| Pay Grade | HR07 |
| Range Minimum | \$43,990 |
| 33rd % | \$52,790 |
| Range Midpoint | \$57,190 |
| 67th % | \$61,590 |
| Range Maximum | \$70,380 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 6/3/2022 |

JOB FAMILY AND FUNCTION

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|---------------|-----------------|
| Job Family: | Human Resources |
| Job Function: | Onboarding |

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Assists with and makes recommendations regarding the development of protocols, materials, and processes of all activities within the Onboarding Center.
- Serves as an additional resource in the entry of records into HR system to ensure timely processing of new hire records.
- 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.

RESPONSIBILITIES

- 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.
- Identifies opportunities to engage new employees in activities, programming, or information which highlights culture, history, tradition, diversity, and inclusion.
- Performs other related duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 | No Specific Discipline | And | 3 years of | 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. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

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 | | | |

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| 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:
Ability to see information in print and/or electronically.