

JOB INFORMATION

Job Code	EB56
Job Description Title	Coord, Onboarding Services
Pay Grade	HR05
Range Minimum	\$36,240
33rd %	\$42,280
Range Midpoint	\$45,310
67th %	\$48,330
Range Maximum	\$54,370
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/19/2019

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Onboarding

JOB SUMMARY

Under the supervision of the Onboarding Services Manager, acts as the first point of contact and assistance for visitors and callers who are seeking services of the onboarding center at Auburn University. Position will coordinate activities of the specialists, ensuring an inviting, welcoming, and secure environment for visitors and staff, maintain inventory and supplies of the center, create employee and affiliate identification cards, perform budget tracking and transactions, perform data entry of records into systems and may assist others within the center.

RESPONSIBILITIES

- Greets all visitors upon entry to the onboarding center. Receives and routes visitors to the various specialists, monitors those entering the department for security purposes and assists visitors with questions.
- Creates employee and affiliate identification cards and maintains an appropriate inventory of supplies and ensures proper operation of all ID card systems. May schedule appointments, direct visitors with initial information in preparation of onboarding visit and other activities as included in the center.
- Maintains supplies and materials, assembles welcome packets and other materials for visitors, and may coordinate with HR communications in website maintenance and updates.
- Maintains the onboarding center office appearance by ensuring a professional environment that is pleasing for visitors of the center.
- Processes financial transaction documents and performs other administrative tasks as needed.
- Provides budget preparation, tracking, monitoring and auditing, payroll processing, travel/expense voucher processing and other accounting and financial tasks.
- Provides coordination and administrative support throughout the onboarding center as needed.

SUPERVISORY RESPONSIBILITIES

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
High School	High school diploma or equivalent.	And	5 years of	Front office administration experience, customer service experience, high-traffic office environment.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic math skills, customer service delivery standards, Auburn University policies and procedures related to new hires of all employee types.

Privacy regulations of personal identification information.

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			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.