

### JOB INFORMATION

Job Code	EB71
Job Description Title	Spec, Advancement Talent Acquisitions
Pay Grade	HR09
Range Minimum	\$53,610
33rd %	\$66,120
Range Midpoint	\$72,380
67th %	\$78,630
Range Maximum	\$91,140
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/20/2022

### JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

### JOB SUMMARY

Serves as part of the Talent Management and Culture team for Auburn University Advancement, the Talent Acquisition Specialist drives result-oriented recruitment plans consistent with the strategic vision of Advancement. Under limited supervision, this position oversees the development, planning, and execution of full recruitment life cycles. Works closely with Auburn University Central Human Resources and the Talent Management team, this position calls upon knowledge of HR recruiting best practices to provide proactive consultation, operational guidance, and technical support to supervisors and staff.

### RESPONSIBILITIES

- Oversees the development, planning, and execution of a full recruitment life cycle including job requisition maintenance, job postings, sourcing and attracting candidates, reviewing and screening candidates, development of salary, and employment offers. Provides coaching of hiring managers and advising leadership and others in talent activities. Collaborates with University Human Resources Employment Services team in successful execution where needed. Incorporates and ensures the Office of Advancement's talent acquisition processes successfully serve diversity and inclusion initiatives.
- Facilitates positive candidate and hiring manager experiences throughout selected requisition postings. Communicates effectively the expectations regarding the recruiting process, communicating effectively, and managing candidate expectations regarding pay, benefits, culture, career growth, etc. Cultivates and manages university pipelines while offering administrative support to keep the recruitment, selection, and onboarding processes successful. Collaborates with peers who are also providing services and support for the same area of responsibility in order to provide seamless customer service and quick response times.
- Oversees the onboarding process for Advancement staff relating to completion of new hire paperwork. Ensures all new hire paperwork is processed and completed in a timely manner. Communicates to candidates and supervisors advising within area of responsibility. Reviews processes, develops recommendations, and implements improvements to the new hire process. Works with the Executive Director, Advancement Talent & Culture and Development Manager on building a robust and culturally competent division onboarding program to integrate staff to Auburn University and the Office of Advancement.
- In all matters pertaining to employment, compensation, records, and onboarding, adheres to existing policy, procedure, and practice to maintain state, federal, and Auburn University guidance. Responsible for maintaining relationship with Central Human Resources. Notifies Central Human Resources of any irregular occurrences or potential issues that are not consistent with Auburn University practices, policies and procedures.
- Reviews and processes new hire salary offers for applicable positions. Collaborates with supervisor to review resume and applications of candidates, determining relevant qualifications. Advises and coaches supervisors regarding discussing salaries within the interview process. Determines new hire salaries in adherence to AU

## RESPONSIBILITIES

policy and procedures. Submits hiring proposals through applicant tracking system to Compensation. Collaborates with Compensation regarding new hire salaries.
<ul style="list-style-type: none"> <li>Maintains awareness of, reviews, maintains, promotes, and implements employment-related strategies, programs, policies, procedures, and practices. Assists in the identification of process- and practice-related opportunities for improvement and collaborates with supervisor to implement continuous improvement activities. Creates employment-related content for training, presentations, and meetings and may assist with delivery to supervisors and employees.</li> </ul>
<ul style="list-style-type: none"> <li>Performs other duties as assigned.</li> </ul>

## 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
Bachelor's Degree	no specific discipline.	And	3 years of	Experience in talent acquisition, recruitment, or employment processes.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources practices, policies, and legal compliance in regards to employment, recruitment, interviewing, and hiring.

Knowledgeable of best practices in recruiting and significant experience utilizing creative resources and techniques to source candidates.

Demonstrated ability to interact in a positive, respectful manner and establish and maintain cooperative working relationships.

Ability to display excellent customer service to meet the needs and expectations of both internal and external customers.

Ability to maintain a sustainable talent pipeline while aligning organizations expectations.

Ability to handle multiple searches and deliver a high level of service to internal clients.

## 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			

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.