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## Auburn University Job Description

Job Title:	<b>Spec, Advancement Talent Acquisitions</b>	Job Family:	No Family
Job Code:	<b>EB71</b>	Grade HR09:	\$48,700 - \$82,800
FLSA status:	Exempt		

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### 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.

### Essential Functions

1. 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.
  2. 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.
  3. 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.
  4. 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.
  5. 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 policy and procedures. Submits hiring proposals through applicant tracking system to Compensation. Collaborates with Compensation regarding new hire salaries.
  6. Maintains awareness of, reviews, maintains, promotes, and implements employment-related
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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.

7. Performs other duties as assigned.

## **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>
<b>Education</b>	Four-year college degree	Bachelor's degree - no specific discipline.
<b>Experience (yrs.)</b>	3	Experience in talent acquisition, recruitment, or employment processes.

#### 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

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.

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

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Date: 10/20/2022

