JOB INFORMATION

Job Code	EB93
Job Description Title	Mgr, Human Resources COSAM
Pay Grade	HR10
Range Minimum	$59,130
33rd %	$72,930
Range Midpoint	$79,830
67th %	$86,730
Range Maximum	$100,520
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/12/2023

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Operations

JOB SUMMARY

Reporting to the Sr. Manager of Human Resources the Manager of Human Resources - COSAM is to provide effective and professional human resources services to all constituents of the College of Sciences and Mathematics. This position is also responsible for managing all foreign national VISA paperwork for COSAM faculty as well as extensions for students. This position will also be responsible for reviewing and forming new policies for the College of Sciences and Mathematics ensuring policies are up-to-date and align with COSAM and Auburn Universities life cycle.

RESPONSIBILITIES

- This position is responsible for the management of all faculty, staff, and student hiring in the College of Sciences and Mathematics from beginning to end. This includes managing the universities current applicant tracking system PeopleAdmin. Oversees creating and managing all postings for faculty and staff employees as well as well as reviewing and approving all postings for undergraduate students, graduate students, and TES employees. Additionally this position will be responsible for preparing and finalizing all hiring proposals including salary negotiations for staff positions.

- Responsible for overseeing and conducting search committee trainings for faculty searches as well as full-time staff search committees.

- Manages and assists with employee relation issues for COSAM. This position works closley with supervisors and managers to ensure that the resolution of employee relation issues are resolved. By providing guidance and advice to ensure that proper policies and procedures are followed, correct documentation is provided, and appropriate actions are carried out whether that be drafting a performance improvement plan or the proper dismissal of an employee.

- Responsible for the performance management process for COSAM and communicates with each supervisor in the college to provide information on proper performance management processes. This position will review all performance evaluations to ensure accuracy and the proper evaluation of employees that may need coaching based on their review. Ensures that all require signatures are obtained and reviews are submitted to AUHR in a timely fashion.

- Serves as a subject matter expert on the AUHR Policies and Procedures as well as assists in composition of new policies and procedures for COSAM relating to Human Resources functions.

- Supervises the HR Assistant and additional HR staff within the College of Sciences and Mathematics.

- Manages and assists staff with all classification and compensation related issues such as reclassifications of positions and extra compensation. This may include assisting supervisors or administrators with classifying a position correctly and ensuring all required documents are accurate prior to sending to AUHR. This will also include submitting additional compensation forms to AU Compensation such as UPO-10's, HR12's, Special Pays, and Out of Class pay

RESPONSIBILITIES

information.

- Responsible for managing professorships, endowments, and awards for COSAM. This position is also assigned with reviewing and approving all ePAFs for faculty, staff, undergraduate students, and graduate student for COSAM.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 to 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	Bachelor's Dregree in Business Administration, Human Resources Management, or related field is required.	And	5 years of	Experience in Human Resources functions including but not limited to recruiting/staffing, compensation, performance management, training and development, and/or payroll and benefits.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Human Resources processes and best practices as well as familiarity with Auburn University's current policies and procedures.	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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:

No special vision requirements.