
Auburn University Job Description

Job Title: **Dir, HR&Strategic Partner Init**
Job Code: **EB18**
FLSA status: Exempt

Job Family: No Family
Grade 38: \$78,900 - \$131,600

Job Summary

Directs and oversees the human resources and strategic initiative functions of the ACES Business Office.

Essential Functions

1. Advises senior administration of current human resources policies, procedures, programs, and policy issues, provides recommendations for improvement, and provides data to be utilized in decision making processes.
2. Administers human resources policies and ensure legal compliance and compliance with the policies of Auburn University and Alabama A&M University.
3. Advises and/or trains managers and supervisors on problem resolution and other HR-related responsibilities, and serves as liaison between employees and senior administration.
4. Consults and collaborates with legal counsel to resolve employee complaints and other issues.
5. Provides support to ACES administrators in the development and implementation of strategies aimed at growing programs through various funding sources.
6. Assists administrators in the development of new and existing funding sources, program and training activities for faculty and staff grant preparation, and funded projects implementation.
7. Assists in promoting ACES through increased visibility, relationship building with target audiences, and increasing staff availability of marketing materials, information, and templates.
8. Serves as the student learning coordinator for ACES.

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.

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>
Education	Four-year college degree	Degree in Business Administration, Human Resources, or related field
Experience (yrs.)	5	Experience in human resources management and supervision.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of human resources policies, practices, and laws, fundraising techniques, contracts and grants administration, and University policies and procedures.

Certification or Licensure Requirements

None Required.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires and lifting up to 25 pounds.

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

Date: 10/23/2012
