
Auburn University Job Description

Job Title: **Exec Dir, Campus Relations**

Job Family: No Family

Job Code: **EB22**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

Job Summary

The Senior Director, Campus Relations formulates partnerships across the HR function to deliver value-added service to management and employees reflecting the business objectives of the University.

Provides consultation to campus management on human resources-related issues; directs the assessment and development needs of human resources professionals across campus; collaborates with central office and campus staff in the development of appropriate policies, procedures and processes. Develops effective relationships with senior University and campus leadership to maintain an effective level of business literacy about the constituents' goals, objectives and how they integrate with human resources administrative best practices in the areas of employment, compensation, employee relations, training, performance leadership, and benefits.

Directs and oversees specialized consultation to employee discipline issues; and provides interpretation of related policies, procedures and practices to University clients; oversees employee relations programs including, employee recognition, FMLA, unemployment compensation, drug testing, the employee assistance programs, grievance process, and employee recognition programs for the University.

Essential Functions

1. Serves as initial point of advice, problem resolution, and facilitation in the areas of human resources administration, employee relations, and employee discipline; advises both employees and management regarding employee relations policies, procedures, and documentation; researches, identifies, and analyzes specific employee relations concerns and makes appropriate recommendations to management.
2. Provides general human resources administration, guidance, tools, and processes to assigned generalist and liaisons within schools, colleges, and departments.
3. Conducts complex investigations involving highly sensitive matters including harassment, discrimination, retaliation, and other work-related matters to document findings and make recommendations on appropriate actions.
4. Monitors and becomes involved in labor relations activities and the lay-off procedures.
5. Manages the University grievance process.
6. Directs the management of unemployment claims and represents the University at employment appeal hearings.
7. Acts as committee member of various university committees, including Threat Assessment Team, Drug-Free Campus, Diversity Commission, and others as assigned. Regularly attend Staff Council and A&P Assembly proceedings.
8. Responsible for collaborating with the Associate Vice President for Human Resources in the effective and efficient management of the budget resources across each function within the Campus Relations unit.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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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 Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field
Experience (yrs.)	7	Experience in the direction and management of human resources administration with emphasis in employee relations services

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, precedents, State and Federal laws and regulations.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, .

Job occasionally requires standing, walking, reaching, .

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

Date: 2/22/2016
