
Auburn University Job Description

Job Title:	Spec, HR Initiatives	Job Family:	No Family
Job Code:	EB52	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Reporting to the Associate Vice President, Human Resources (AVPHR), this job provides professional assistance and advice, executes or coordinates initiatives, programs, and projects central to the University Human Resources (UHR) department's strategic plans in support of the University's strategic goals, and provides status updates to the AVPHR on UHR initiatives.

Essential Functions

1. Provides professional assistance to the AVPHR including, but not limited to, the planning, organizing, monitoring, researching, analyzing, coordinating, and/or participating in the execution or management of UHR initiatives, policies, procedures, programs, and projects. Such initiatives may be broad-based or specific to a UHR functional areas, such as, benefits, compensation, employee relations, employment, training and development, records, or payroll.
2. Organizes, defines scope, coordinates, and executes specific change initiatives, programs, and projects central to the department's strategic plans in support of the University's strategic goals. Reports on status and tracks issues.
3. Proactively communicating and collaborating with UHR leadership and/or other relevant stakeholders, provides regular status updates to the AVPHR regarding current UHR campus-wide or UHR department specific initiatives, programs, and projects.
4. Collaborates with UHR department leadership and staff in course of executing UHR strategic initiatives, programs, and projects.
5. Conducts research, analyzes data, identifies trends, clearly, and concisely presents findings and/or alternative courses of action.
6. Facilitates the efforts of various committees, as assigned for both UHR departmental as well as campus-wide human resources related initiatives.
7. Gathers and analyzes information to compare with peer institutions, provides recommendations, and assists with short-term and long-term planning of human resources programs.
8. Actively builds relationships across campus and within UHR department staff to contribute to a culture of exceptional customer service.
9. Interfaces regularly with faculty and staff of AU colleges, schools, departments, AAES, and ACES for purposes of facilitating UHR initiatives.
10. Establishes milestones and tracks achievement within specified timeframes.
11. Assists the AVPHR and UHR management analysis and resolution of situational challenges and issues.
12. Delivers successful results through the effective exercise of "functional accountability" influencing the behavior of others to achieve successful outcomes.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

Auburn University Job Description

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.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Business Administration, Operations Management, I/O Psychology, Organization Behavior, Music, Mathematics, or directly related and relevant education
Experience (yrs.)	4	Progressively increasing levels of responsibilities related to organizing, planning, communicating, and facilitating programs, initiatives, and projects in the areas of general business. Experience in the Human Resources function would be helpful, but not required.

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

1. Demonstrated success at organization, project management skills, organizational navigation, and communication.
2. Passionate commitment to customer-oriented, organized, timely, and disciplined execution of results.
3. Willingness to work hands-on to achieve objectives in a relatively "flat" organizational structure.
4. Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.
5. Developed communication skills. Demonstrated ability and desire to work collaboratively with all levels of employees across the campus.
6. Demonstrated skills, knowledge and experience in data collection, analysis, and report preparation and presentation.
7. Demonstrated ability to organize and prioritize work in a dynamic and complex environment to meet deadlines and daily requirements.
8. Ability to work and think independently, while managing multiple priorities.
9. Strong working knowledge of Microsoft software in a PC environment including Word, PowerPoint, Excel, and Outlook; must not be afraid of technology.
10. Possess a spirit of cooperation, collegiality, and collaboration; good judgment & discretion; a healthy sense of entrepreneurial optimism also appreciated; must play well with others and know how to 'manage up,' as well as carry one's own water.

Certification or Licensure Requirements

Auburn University Job Description

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 sitting, talking, hearing, handling objects with hands, .

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

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

Date: 7/3/2019
