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## Auburn University Job Description

Job Title: **Assoc VP, Human Resources**

Job Family: No Family

Job Code: **EB08**

Grade 41: \$120,200 - \$200,300

FLSA status: Exempt

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### Job Summary

Serves as Chief Human Resources Officer for non-faculty employees of Auburn University including planning, developing, implementing, directing and evaluating human resources programs and services and advising senior administration on policy issues.

### Essential Functions

1. Advises and informs senior administration regarding current HR policies, procedures and programs, and critical policy issues, as well as recommends changes/improvements and provides data for management decision-making.
2. Administers human resource policies on a day-to-day basis and ensures compliance with all applicable laws and regulations and works collaboratively with legal counsel on policy interpretation EEO compliance and complaint resolution.
3. Manages the HR function, including integrating department plans with University strategic plans, assessing the effectiveness of HR policies and programs consistent with SACS accreditation requirements, and overseeing the departmental budget/resources.
4. Advises managers and supervisors on problem resolution and their HR-related responsibilities and serves as liaison between employees and senior administration by balancing management interests with employee advocacy.
5. Represents the University at outside community service activities and serves on University committees.
6. Stays abreast of current environmental trends, legislation, and best practices in the field of HR that have the potential to impact the HR function and/or Higher Education in general.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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>	Masters Degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field
<b>Experience (yrs.)</b>	8	Experience in human resources management including several areas such as employment, staff development, affirmative action/equal employment opportunity administration, and/or classification and compensation

#### **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 and laws.

#### **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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 25 pounds.

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

Date: 6/25/2014

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