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## Auburn University Job Description

Job Title: **Spec Asst Provost-HR**

Job Family: No Family

Job Code: **EB15**

Grade HR11 \$59,500 - \$107,100

FLSA status: Exempt

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### Job Summary

Provides assistance to the Provost on issues related to Human Resources.

### Essential Functions

1. Provides direction, guidance, and assistance to colleges and schools in the interpretation of human resources policies and procedures for administrative, professional, university staff, and faculty as related to faculty position recruitment, hiring, employee relations, classification and compensation, regulation, compliance, and performance management.
2. Manages and maintains faculty files related to tenure and promotion.
3. Assists in administrative, professional, and staff position recruitment within academic support units reporting directly to the Provost.
4. Assists with long-term planning for academic programs within the university.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*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>	Four-year college degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field
<b>Experience (yrs.)</b>	5	Experience in human resources management including employment, staff development 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 and higher education practices and policies related to faculty recruitment, tenure, and promotion.

#### **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 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, reaching, talking, hearing, .

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 10 pounds.

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

Date: 9/16/2010

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