
Auburn University Job Description

Job Title: **Coord, HR Development**

Job Family: No Family

Job Code: **EB38**

Grade HR06 \$37,000 - \$55,500

FLSA status: Exempt

Job Summary

Responsible for the coordination of various Human Resources Development programs and activities to include performance and learning management administration and training logistics and support.

Essential Functions

1. Coordinates the professional training and development process for AU employees. Assists in identifying training needs for faculty and staff, and collaborates with subject matter experts, HRD Instructional Designers, and Director in the development of relevant and timely training. Calculates, tracks, and reports on departmental metrics for learner satisfaction and New Employee Orientation satisfaction. Engages with facilitators and department heads across campus to schedule all courses for fall, spring, and summer sessions. Assists the Director in scheduling and delivery of customized courses for multiple departments annually. Collaborates with HR Communication Specialist for the regular promotion and marketing of courses, and ensures web pages and links are up to date. Directly responsible through self or others for training room preparation and maintenance to support facilitators and learners to include catering, Zoom back-end support, producing course materials, equipment operation, and maintaining a historical library of materials.
 2. Collaborates with the AU Onboarding Center, HR Records, HR Employee Benefits, and HR Liaisons to coordinate a successful New Employee Orientation process for newly hired and benefit-eligible employees. Ensures required documentation and information is processed in a timely manner to provide new employees a positive onboarding experience. Responsible through self or others for the available inventory of onboarding documents and material components of the orientation packet.
 3. Serves as a key stakeholder and system administrator for the organization's Employee Learning Management System. Loads courses, assists with registration, formats and disseminates reports and course evaluations, generates and processes course rosters, and addresses and resolves technical issues with Information Systems and Support (ISS).
 4. Plans and coordinates meetings and events; coordinates and maintains calendars in Outlook and LMS including scheduling and resolving schedule conflicts for the Auburn University Administrative Complex, HR and HRD departments.
 5. Reviews, monitors, and verifies departmental spending and budget information for consistency with financial objectives. Develops monthly spreadsheet for review, and seeks opportunities to reduce spending and increase efficiency.
 6. Responds to inquiries and advises employees through the application process for the Employee Education Benefit and Dependent Education Benefit. Escalates issues and concerns as needed, and serves as back-up approver for Director. Addresses and resolves technical issues with Information Systems and Support (ISS).
 7. Coordinates special projects by providing and receiving information from internal stakeholders and tracking their progression.
 8. Performs other duties as assigned by supervisor.
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Supervisory Responsibility

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

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	No specific discipline
Experience (yrs.)	3	Experience in one of the following human resources specialties: performance management, learning management, or training and development reflecting progressively increasing levels of responsibility and accountability.

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

Knowledge of principles and methods for training design and administration, teaching and instruction for individuals and groups, and the measurement of training effects. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Technological skills and abilities in the navigation, administration, troubleshooting, and reporting of data within a Learning Management and Performance Management system. Ability to communicate information and ideas in speaking so others will understand.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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: 4/2/2021
