
Auburn University Job Description

Job Title:	Mgr, HR Administration	Job Family:	No Family
Job Code:	EB52	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Reporting to the Associate Vice President, Human Resources (AVPHR), the Manager, University Human Resources Administration is responsible for:

- 1) Providing professional assistance and advice, executing or coordinating 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.
- 2) Managing the development, implementation, and execution of daily operational University Human Resources (UHR) communications activities and programs, capitalizing on opportunities for recognition, awareness, and support for department initiatives.
- 3) Supervising the human resources information function, overseeing the analysis, administration, project management, and facilitation of software applications and technology in support of all UHR functions, including Compensation & Classification, HR Development, Employment, Campus Relations, Records, Benefits and Payroll, and the Office of the AVP, Human Resources.
- 4) Coordinating the effective development, review, approvals and maintenance of UHR Policies and Procedures through effective collaboration with UHR functional leadership.

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.
 - a. 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.
 - b. 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.
 - c. Conducts research, analyzes data, identifies trends, clearly, and concisely presents findings and/or alternative courses of action.
 - d. Facilitates the efforts of various committees, as assigned for both UHR departmental as well as campus-wide human resources related initiatives.
 - e. Actively builds relationships across campus and within UHR department staff to contribute to a culture of exceptional customer service.
 - f. Interfaces regularly with faculty and staff of AU colleges, schools, departments, AAES, and ACES for purposes of facilitating UHR initiatives.
 - g. Assists the AVPHR and UHR management analysis and resolution of situational challenges and issues.
 - h. Delivers successful results through the effective exercise of "functional accountability" influencing the behavior of others to achieve successful outcomes.
 2. Manage the development, implementation, and execution of daily operational University Human Resources (UHR) communications activities and programs, capitalizing on opportunities for recognition, awareness, and support for department initiatives. Supervises one professional exempt staff member with the communications content being a shared responsibility across UHR functional leadership.
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3. Supervise the Specialist, Human Resources Information Systems, responsible for the analysis, administration, project management, and facilitation of software applications and technology in support of all UHR functions. Works collaboratively with the UHR leadership in each functional area, including Compensation & Classification; HR Development; Employment; Campus Relations, Onboarding Center, and Records; Benefits and Payroll, and the Office of the AVP, Human Resources. This includes shared accountability with the leadership of Business and Finance and the Office of Information Technology to maintain human resources data integrity and access for all employee information, as well as, the effective, timely, and accurate data integration with the university's enterprise HR system and various HR software-as-a-service (SaaS) outsourced vendors.
4. Manage the effective development, review, approval and maintenance of UHR Policies, Procedures, through collaboration with UHR functional leadership, and supervising one professional exempt staff member. Policy and procedures content is the responsibility of UHR functional leadership.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Business Administration, Operations Management, I/O Psychology, Organization Behavior, Music, Mathematics, or directly related and relevant education
Experience (yrs.)	5	Progressively increasing levels of responsibilities related to organizing, planning, communicating, and facilitating programs, initiatives, and projects in the areas of general business. At least two of the five years must working on human resources related policies, programs, and initiatives inside or outside of a human resources department.

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

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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: 6/10/2020
