
Auburn University Job Description

Job Title: **Mgr, Employee Engagement**

Job Family: No Family

Job Code: **EB58**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Reporting to the unit's top Human Resources position, the Employee Engagement Manager is responsible for planning, implementing, and evaluating strategies and initiatives to improve employee engagement and welfare within a complex division and diverse workforce. Manages programs that create and sustain a positive workplace environment. Coordinates, participates in the implementation of, measures, and reports on the impact of the division's long-term strategic plan on diversity and inclusion for the employee population. Monitors all programs and processes to support a positive influence on organizational performance and employee engagement results without regard to such human qualities as race, gender, ethnicity, physical ability, nationality, age, religion, sexual orientation.

Essential Functions

1. Recommends, develops, organizes, and manages a balanced program of events and activities for the division which include a wide range of recognition and awards programs designed to support a positive work environment promoting employee morale, loyalty, and engagement.
2. Assists top Human Resources position in collaborating with divisional leadership in the development and implementation of new initiatives focused on improving efficiency, employee development, and customer service.
3. Stimulates collaboration and communication throughout the workforce using a variety of methods; identifying opportunities for environmental and cultural improvement that enhance positive relationships. Provides regular status reports regarding environmental and cultural initiatives to supervisor and division leadership
4. Facilitates an open and trusting environment within the division where employees can discuss problems, concerns, and issues. When appropriate, partners with University Human Resources Employee Relations to resolve such issues.
5. Periodically conducts divisional climate and engagement surveys; analyzing results, preparing major findings as compared to goals, developing conclusions, and delivering recommendations to management.
6. Manages and coordinates the division's diversity action plan; monitoring progress and providing recommendations to improve inclusive behavior, employee opportunities with resultant diversity. May serve as the division's diversity officer.
7. Assists in developing, implementing, and evaluating a comprehensive divisional onboarding program for all new, promotional, and transfer employees into and within the division. Serves on recruitment committees for key positions.
8. Supervises one or more regular, full time employees.

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

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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 degree.
Experience (yrs.)	5	Experience in Human Resource administration to include employee relations, complex problem solving, and project administration. Experience must demonstrate increased levels of responsibility and accountability with the ability to identify risks, build and align initiatives, and effectively implement programs with clear results.

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 practices for employee relations, employee engagement, inclusion, diversity, and employee relations.

Certification or Licensure Requirements

Valid Driver's License required. PHR, SPHR, and/or SHRM-CP preferred.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 3/26/2020
