
Auburn University Job Description

Job Title: **Coord, Employee Engagement**

Job Family: No Family

Job Code: **EB59**

Grade 32: \$35,000 - \$58,400

FLSA status: Exempt

Job Summary

Reporting to the Employee Engagement Manager, assists in the planning and implementation of a variety of engagement programs and events for a large and diverse division or unit. Organizes and coordinates programs and events designed to create a positive and enriching work environment and increase employee engagement, welfare, and awareness for 400 or more employees with a wide variety of roles at all levels.

Essential Functions

1. Coordinates, facilitates, and assists Employee Engagement Manager in the planning and development of employee activities, initiatives, events, perks, awards/contest, and celebrations designed to promote and sustain a positive and enriching work environment while improving morale and employee commitment.
2. Promotes programmatic continuous improvement by assessing programs and events routinely. Makes recommendations regarding future changes. With the guidance of supervision, identifies, collects, and assists in the analysis of data supporting performance management activities and HR metrics reporting.
3. Assists with the implementation and maintenance of a division-wide employee recognition program to include coordinating communications, attending selection committee meetings, and facilitating award delivery. Supports department-specific contests and awards as needed.
4. Supports HR processes and programs, including annual benefits open enrollment and wellness initiatives, to educate employees on offerings and drive participation. Solicits input from employees on engagement drivers, partners with external vendors, and assists with budget monitoring.
5. Assists supervisor in the development, implementation, coordination, facilitation and analysis of a divisional climate and engagement survey.
6. May research, design, and compose content for dissemination through a variety of mediums such as internal or external publications, brochures, posters, newsletters, websites, presentations, and development/fundraising materials.
7. May provide high level administrative support including, but not limited to, typing; filing; proofreading; scheduling meetings; taking minutes; making travel arrangements; processing expense vouchers; and preparing reports, documents, and presentations.
8. Performs other related duties as assigned.

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	Degree in Human Resources Management, Business Administration, Public Relations, or related field.
Experience (yrs.)	3	Experience in Human Resource administration to include event planning, project coordination, or relationship management in a professional services environment.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Excellent communication and interpersonal skills; leadership skills including the ability to lead and provide direction.

Certification or Licensure Requirements

Valid Driver's License required.

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: 6/5/2020
