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## Auburn University Job Description

Job Title: **Spec I, Advancement Talent Development** Job Family: No Family  
Job Code: **EB73** Grade HR07: \$40,000 - \$64,000  
FLSA status: Exempt

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### Job Summary

Serves as part of the Talent Management and Culture team for Auburn University Advancement, the Talent Development Specialist I assists the Advancement leadership and the Talent Development team in executing the organization's talent strategy.

### Essential Functions

1. Assists University Advancement leadership teams and Culture and Talent team to execute the organization's talent strategy as it relates to current and future talent needs, training and development, recruiting, retention, and succession planning.
2. Collects and maintains data gathered through team Qualtrix surveys as well as through conversations with Advancement staff members and with Talent and Culture Executive Director and team colleagues.
3. Researches existing programs and projects that might meet team needs, and makes recommendations verbally and through written project proposals to Executive Director and other staff members.
4. Coordinates and administers existing talent development programs and projects. Leads training components, plans events, guides training reinforcement for attendees, assigns attendees to cohort groups for continued training, communicates with attendees regularly, and tracks/evaluates attendee progress.
5. Researches, and develops, talent management projects and programs in collaboration with Talent Management Team. Assists in the delivery of projects and programs.
6. Assists supervisors and managers in answering questions, and providing advice via policies and procedures regarding reclassifications or position reviews. Provides recommendations to supervisors and managers. Reviews out of the ordinary requests with Talent Management team. Collaborates with Acquisition Specialists for posting new positions.
7. Assists Talent Management team and subject matter experts across the organization to create and organize orientation and training programs aimed at improving and standardizing the new hire experience. Promotes and executes the orientation schedule. Ensures employees complete required checklists, forms, and other related orientation requirements. Ensures relevant and up-to-date information and resources are communicated with new and transferring employees.
8. Partners with Advancement Leadership and Talent and Culture team to plan trainings, team-building events, employee appreciation events, recognition programs designed to promote and sustain a positive and enriching work environment.
9. Performs other 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.

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*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>
<b>Education</b>	Four-year college degree	Bachelor's degree, no specific discipline.
<b>Experience (yrs.)</b>	0	Experience in talent management, human resources development, or employee training and development.

#### 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

Experience supporting programs in the areas of talent management, leadership development, organization development, and/or other human resource functions.

Ability to develop HR metrics, managing complex datasets, verifying data integrity, and conducting data analysis. Proficiency in the use of Excel for interpreting reports and investigating issues with file loads.

Strong people orientation with excellent interpersonal and written and communication skills to develop strong partnerships at all levels of the organization (including executive management).

Ability to learn best human resources practices related to talent management and talent development.

#### 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, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, .

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

Date: 10/20/2022

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