

### JOB INFORMATION

Job Code	EB73
Job Description Title	Spec I, Advancement Talent Development
Pay Grade	HR07
Range Minimum	\$43,990
33rd %	\$52,790
Range Midpoint	\$57,190
67th %	\$61,590
Range Maximum	\$70,380
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/20/2022

### JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

### 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.

### RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- Researches, and develops, talent management projects and programs in collaboration with Talent Management Team. Assists in the delivery of projects and programs.
- 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.
- 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.
- 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.
- Performs other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

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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## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	Years of Experience	Focus of Experience
Bachelor's Degree	no specific discipline.	And 0 years of	Experience in talent management, human resources development, or employee training and development.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

# WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

## **Vision Requirements:**

Ability to see information in print and/or electronically.