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## Auburn University Job Description

Job Title:	<b>Mgr, HR Administration &amp; Strategic Initiatives</b>	Job Family:	No Family
Job Code:	<b>EB85</b>	Grade HR11	\$59,500 - \$107,100
FLSA status:	Exempt		

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### Job Summary

Reporting to the Director, Human Resources Administration, this position is responsible for creating and implementing human resources initiatives, programs, and projects central to University Human Resources.

### Essential Functions

1. Advises, collaborates, and consults with University Human Resources leadership, Human Resources Liaisons and other campus entities to determine and implement optimal strategies for enacting and enhancing HR-related initiatives and tasks. These may include, but are not limited to, disseminating internal communications which are HR-related; facilitating and organizing meetings and discussions that include UHR and campus leadership, HR Liaisons, and others; and directing/managing UHR projects that impact multiple functional units, to advance specific strategic initiatives.
2. Oversees and produces, from concept to completion, a broad array of digital and/or print promotional and communication materials for UHR. Serves as an advisor to Human Resources leadership and functional team leaders managing the external and internal communication efforts to ensure quality, consistency, and integration of communications across all units.
3. Writes and edits the release of information intended for promotion of the department, publications, and/or distribution to various audiences across the AU campus.
4. Develops and implements short-term and long-term strategic communication efforts for Human Resources activities.
5. Serves as the primary contact for all aspects of the UHR website(s), handling a range of responsibilities that may include web design and development, routine site and content maintenance, accessibility updates, and various updates to ensure an optimal user experience that aligns with the goals and objectives of Auburn. Identifies and utilizes multiple platforms of communication to promote University Human Resources.
6. Creates and publishes content on social media platforms, including Facebook, Twitter, and Instagram, to grow an audience, recognize employees, advertise employment opportunities, and build brand awareness for UHR.
7. Develops and oversees the UHR internship/student worker program, ensuring that Auburn students with an interest in Human Resources as a career path have an opportunity to learn about all facets of the profession while they provide valuable service to UHR units.

### 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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## **Auburn University Job Description**

*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>
<b>Education</b>	Four-year college degree	Business Administration, Operations Management, I/O Psychology, Organizational Behavior, Communications, Journalism, Public Relations, or related.
<b>Experience (yrs.)</b>	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**

Demonstrated success at organization, project management skills, organizational navigation, and communication.

Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.

Strong working knowledge of Microsoft software in a PC environment including Word, PowerPoint, Excel, and Outlook.

Demonstrated knowledge of various communication theories, concepts, techniques, and strategies. Ability to write for various audiences and in various formats.

#### **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.

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 sitting, talking, hearing, .

Job occasionally requires standing, handling objects with hands, and lifting up to 25 pounds.

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## **Auburn University Job Description**

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

Date: 3/8/2023

