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## Auburn University Job Description

Job Title: **Dir, Campus Relations**

Grade HR14 \$85,500 - \$162,500

Job Code: **EB37**

FLSA status: Exempt

Job Family: Human Resources

Job Function: HR Operations

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### Job Summary

Reporting to the Executive Director, Campus Relations, the Director, Campus Relations is responsible for engaging campus Human Resources Liaisons, in aligning campus human resources services with University Human Resources policies and procedures throughout their designated business units, utilizing appropriate processes and tools, providing accurate advice and guidance, and disseminating timely human resources information. Consults with Human Resources Liaisons to identify paths to resolution on human resources-related issues. Collaborating with University Human Resources functional leadership and the HR Liaison team, facilitates the proactive identification, integrated solution development, and resolution of human resources issues.

### Essential Functions

1. Directly supervises HR Business Partners who serves to provide professional level HR services to various designated campus units. Cultivates effective partnerships across the HR function campus-wide to deliver value-added service to Liaisons that facilitate human resources and university objectives.
2. Serves as the primary contact for training and onboarding all new HRL's. Coordinate new HRL onboarding and training with all central HR units. Directs HRL's to appropriate processes and tools that will provide information necessary to perform their job duties. Identifies training needs for HR Liaisons and collaborates with Human Resource Development Staff and Subject Matter Experts to develop cohesive and timely training.
3. Coordinate monthly HRL and Advisory Group meetings to include scheduling and distribution of minutes.
4. In partnership with AU's central human resources and HR Liaisons, researches, clarifies, and/or recommends various roles of HR Liaison service delivery across campus, including but not limited to, financial liaisons, time-keepers, and hiring supervisors.
5. Recommends metrics and analyzes trends developing solutions, programs, and policies to assist HR Liaisons with services to departments.
6. Serves as the Subject Matter Expert representing the HR Liaisons group regarding the configuration, implementation, training, and use for human resources systems, initiatives, and other HR related projects.
7. Identifies and recommends criteria by which Liaison success will be measured and, in conjunction with the Executive Director of Campus Relations, provides performance feedback to liaison supervisors. Serves on all HRL search committees to provide the HR prospective and expectation.

### 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 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>	Bachelor's Degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or relevant field.
<b>Experience (yrs.)</b>	8	Experience in 2 or more areas of human resources management including compensation, benefits, employment, employee relations, payroll, training and/or development. Knowledge of human resources policies, practices, precedents and laws. Knowledge of Banner, KRONOS, and MS Office.

#### **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**

Ability to synthesize information, provide advice, and address needs independently. Advanced Knowledge of federal, state, local and University policies and regulations. Ability to conduct activities and make decisions according to ethical standards. Ability to analyze and present information and maintain accurate and detailed records. Proficiency in computer applications. Solid knowledge of various database and software programs. Ability to collaborate with technology professionals. Demonstrate excellent oral and written communication in daily interactions. Proven ability to clearly articulate specific information in area(s) of subject matter expertise. Proven ability to work independently and as part of a team. Complete tasks without immediate supervision. Work with senior leaders to accomplish goals. Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

#### **Certification or Licensure Requirements**

None Required.

#### **Pre-Employment Screening Requirements**

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#### **Physical Requirements/ADA**

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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.

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

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

Date: 7/11/2023

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