AUBURN
Human Resources

Spec, Employee Engagement

Job Description

JOB INFORMATION

Job Code	DB26
Job Description Title	Spec, Employee Engagement
Pay Grade	HR10
Range Minimum	$62,730
33rd %	$77,370
Range Midpoint	$84,690
67th %	$92,000
Range Maximum	$106,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	5/14/2026 11:51:16 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Training & Development

JOB SUMMARY

Reporting to the Director of Human Resource Development, the Employee Engagement Specialist supports the assessment, design, and implementation of university-wide employee engagement initiatives. This position supports engagement-related efforts that reinforce a positive workplace culture, advancing employee recognition, and translating engagement data into actionable insights that enhance the employee experience across the university. Partners with University Human Resources (UHR), university leadership, and unit-level stakeholders to foster a connected and engaged workforce aligned with Auburn's mission and values.

RESPONSIBILITIES

- Employee Engagement Strategy: Under guidance from the Director, supports the design and implementation of a comprehensive employee engagement strategy aligned with institutional values, mission, and strategic priorities. Partners with UHR stakeholders to ensure program delivery aligns with overall workforce strategy. Serves as a central resource on employee engagement practices and engagement-related culture drivers.
- Engagement Surveys & Assessment: Coordinates campus-wide engagement surveys, including annual and pulse assessments. Analyzes survey results and prepares reports, dashboards, and executive-level summaries that inform decision-making and improvement efforts. May facilitate campus-wide review and response to data, ensuring ongoing learning and improvement initiatives are identified.
- Recognition & Appreciation Programs: Administers and continuously improves formal and informal employee recognition and appreciation programs. Ensures recognition efforts are equitable, visible, and aligned with university values. Continuously evaluates program effectiveness and recommends enhancements.
- Data Analytics & Reporting: Under the guidance of the Director may develop and facilitiate engagement, turnover, and participation data to identify trends and improvement opportunities. Partners with UHR and Institutional Research to align engagement findings with existing workforce and climate reporting.
- Learning & Classroom Instruction: Under the guidance of the Director Develops and facilitates workshops, courses, and learning experiences related to engagement, leadership, communication, and workplace culture. Collaborates with Human Resources Development (HRD) colleagues to contribute engagement-related content to supervisor and leadership development curricula.
- Partnerships: Participates in the interpretation of engagement data challenges and support engagement-focused improvement actions. Supports change initiatives by aligning engagement programming with identified engagement priorities.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

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 to 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. Degree in Human Resources, Organizational Development, Industrial/Organizational Psychology, Business Administration, or a related field is desired.	and	5 years of	experience in employee engagement, human resources analytics, or learning & development. Experience in higher education or a complex organization is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of survey methodology, assessment design, and workforce analytics.	
Working knowledge of change management and adult learning principles.	
Ability to design and implement employee engagement programming aligned with organizational priorities.	
Ability to partner with leaders to evaluate challenges and drive improvement initiatives.	
Ability to oversee multiple projects and navigate ambiguity in a dynamic environment.	
Facilitation and presentation skills, including delivering content to diverse audiences.	
Excellent written and verbal communication skills, including the development of executive-level summaries and reports.	
Strong relationship-building and stakeholder management skills, with the ability to influence without direct authority.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

None Required