AUBURN
Human Resources

# Exec Dir, Human Resources & Research Talent Initiatives

## JOB INFORMATION

| | |
|---|---|
| Job Code | EB01 |
| Job Description Title | Exec Dir, Human Resources & Research Talent Initiatives |
| Pay Grade | HR16 |
| Range Minimum | $130,410 |
| 33rd % | $173,880 |
| Range Midpoint | $195,610 |
| 67th % | $217,340 |
| Range Maximum | $260,810 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 170 Senior VP Research Econ Development |
| Approved Date: | 6/9/2026 10:29:05 AM |

## JOB FAMILY AND FUNCTION

| | |
|---|---|
| Job Family: | Human Resources |
| Job Function: | HR Operations |

## JOB SUMMARY

The Executive Director provides strategic leadership and operational management of all human resources functions within the Office of the Senior Vice President for Research & Economic Development (OSVPRED). Ensures alignment with both university-wide and unit-specific goals and compliance obligations. This role serves as a trusted advisor to unit leadership, proactively addressing complex HR challenges and fostering a positive and productive work environment. Serves as a trusted advisor to senior leadership, driving initiatives related to talent development, retention, and organizational effectiveness, while aligning HR strategies with the university's research mission and long-term goals.

## RESPONSIBILITIES

- Provides high-level strategic planning and organizational design to identify optimal structures and effective staffing models for the Office of the Senior Vice President for Research and Economic Development (OSVPRED), the Office of the President, and associated units (including the Office of General Counsel, Board of Trustees Office, Office of Communications and Marketing, and others as needed).
- Coordinates and oversees administrative, professional, and staff-level recruitment activities for OSVPRED, the Office of the President, and associated units. Directs executive-level search processes for leadership positions within OSVPRED, the Office of the President, and associated offices.
- Leads complex and high-level Human Resources actions in collaboration with OSVPRED leadership, the Office of the President, and other designated offices, ensuring alignment with institutional priorities and compliance requirements.
- Serves as a senior HR advisor to the Senior Vice President for Research, leading division-wide HR initiatives that support research competitiveness and faculty success. Partners with personnel as needed to support HR operations within OSVPRED, the Office of the President, and related units.
- Collaborates with research leadership and stakeholders to implement effective HR strategies aligned with the university’s research mission, including workforce planning and development for research administration roles.
- Ensures consistent application of HR policies across the research enterprise and maintains compliance with federal, state, and university regulations to proactively identify and mitigate compliance risks
- Partners with research senior leadership to advance workforce planning, organizational design, and talent development initiatives, with a focus on strengthening the research talent pipeline.
- Leads efforts to enhance recruitment, onboarding, and retention strategies that directly support the university’s research mission and long-term growth.
- Serves as a subject-matter expert for initiatives, workforce planning efforts, and compliance-related projects that involve research and general sponsored projects challenges across colleges.

## RESPONSIBILITIES

- Collaborates with senior leadership to align research division strategies with institutional goals. Provides guidance, consultation, and training to colleges and departments to promote consistent HR practices and adherence to university policies when research and general sponsored projects are involved.

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 | Supervises others with full supervisory responsibility. |

## 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 | Human Resources, Management, Business Administration, Industrial/Organizational Psychology, or relevant field. | and | 10 years of | Demonstrated human resources management experience, with at least 3 years directly supporting major research initiatives in higher education. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|---|
| Demonstrated knowledge and experience with HR in complex higher education or research environments. | And |
| Strong analytical and data-driven decision-making abilities, with expertise in project management and organizational change. | And |
| Skilled in influencing and guiding leadership on HR best practices and initiatives that align with organizational goals. | And |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| SHRM-CP | | | Desired | Or |
| Professional in Human Resources (PHR)-HRCI | | | Desired | Or |
| Certified Benefits Professional (CPB)-World At Work | | | Desired | |

## 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 | | | |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| 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 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:**

In-State; Domestic