AUBURN
Human Resources

Program Admstr, Human Resources Development

Job Description

JOB INFORMATION

Job Code	EB10
Job Description Title	Program Admstr, Human Resources Development
Pay Grade	HR08
Range Minimum	$51,470
33rd %	$61,770
Range Midpoint	$66,910
67th %	$72,060
Range Maximum	$82,350
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	8/8/2024 9:36:32 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Training & Development

JOB SUMMARY

The Program Administrator, Human Resource Development (HRD) administers and coordinates the development, implementation, and evaluation of performance and training development programs, projects, and initiatives. This position serves as a functional system administrator to recommend and initiate system changes to meet University needs.

RESPONSIBILITIES

- Administers employee training and development programs for the AU and AUM campuses. Collaborates with managers, employees, and trainers to coordinate the time and location of training and ensures necessary resources and facilities are available to properly conduct classes. Inputs, updates, and tracks courses and attendees in the Learning Management System (LMS). Trains and supports learners in utilizing LMS technology for professional and developmental opportunities. Collaborates with facilitators and subject matter experts to execute the learning and development training schedule.
- Develops, publishes, and facilitates annual syllabi to include the leadership development pathway. Coordinates with HRD and HR Communications to promote HRD programs through advertisements, campus-wide communications, and the HRD web page. Publishes course descriptions and class schedules to engage employees.
- Administers the University's Performance Development program for supervisors and employees. Collaborates with UHR stakeholders to create annual guidelines and timeline. Conducts periodic audits to ensure compliance, to escalate issues, and to collaborate with HR systems administrators and external vendors. Trains and supports all users on the Performance Development System.
- Identifies and promptly addresses system functionality issues for both performance development and learning management systems. Continuously identifies process enhancements, and partners with both internal stakeholders and vendors to initiate improvements. Reviews and responds to accommodation requests.
- Analyzes program outcome data to recommend solutions, track training, and measure performance aligned with organizational objectives. Creates standard and customized reports to support HR's strategic direction.
- Works with the Dir, Student Financial Services to resolve any escalated issues regarding the Employee Education Benefit (EEB) and Dependent Education Benefit (DEB) requests. Serves as the backup approver for EEB and DEB requests.
- May facilitate and/or contribute to an engaging HRD training course and the university’s leadership development program.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	Business Administration or related field	and	4 years of	Administration of Adult Learning Management and/or Performance Management programs and processes.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Excellent oral and written communication skills.	
Ability to interact with internal and external stakeholders.	
Ability to manage files and records.	
Demonstrated success at organization and project management.	
Aptitude for administrative expertise, strategic thinking, business acumen, and autonomous decision-making.	
Knowledge of basic computer applications and various database and software programs.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting		X				25 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 and distinguish colors.