AUBURN
Human Resources

Exec Dir, Campus Relations

Job Description

JOB INFORMATION

Job Code	EB22
Job Description Title	Exec Dir, Campus Relations
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	111 AVP, Human Resources
Approved Date:	7/30/2021 11:16:38 AM
Legacy Date Last Edited	6/10/2020

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employee Relations

JOB SUMMARY

The Senior Director, Campus Relations formulates partnerships across the HR function to deliver value- added service to management and employees reflecting the business objectives of the University.
Provides consultation to campus management on human resources-related issues; directs the assessment and development needs of human resources professionals across campus; collaborates with central office and campus staff in the development of appropriate policies, procedures and processes. Develops effective relationships with senior University and campus leadership to maintain an effective level of business literacy about the constituents' goals, objectives and how they integrate with human resources administrative best practices in the areas of employment, compensation, employee relations, training, performance leadership, and benefits. Provides oversight, through a subordinate director, to the management of the Onboarding Center, Employee Records, and campus HR Liaison support and relationships.
Directs and oversees specialized consultation to employee discipline issues; and provides interpretation of related policies, procedures and practices to University clients; oversees employee relations programs including, employee recognition, FMLA, unemployment compensation, drug testing, the employee assistance programs, grievance process, and employee recognition programs for the University.

RESPONSIBILITIES

- Serves as initial point of advice, problem resolution, and facilitation in the areas of human resources administration, employee relations, and employee discipline; advises both employees and management regarding employee relations policies, procedures, and documentation; researches, identifies, and analyzes specific employee relations concerns and makes appropriate recommendations to management.
- Provides oversight through a subordinate director, to the management of the Onboarding Center, Employee Records, and campus HR Liaison support and general human resources administration, guidance, tools, and processes to assigned generalist and liaisons within schools, colleges, and departments.
- Conducts complex investigations involving highly sensitive matters including harassment, discrimination, retaliation, and other work-related matters to document findings and make recommendations on appropriate actions.
- Monitors and becomes involved in labor relations activities and the lay-off procedures.
- Manages the University grievance process.
- Directs the management of unemployment claims and represents the University at employment appeal hearings.

RESPONSIBILITIES

- Acts as committee member of various university committees, including Threat Assessment Team, Drug-Free Campus, Diversity Commission, and others as assigned. Regularly attend Staff Council and A&P Assembly proceedings.
- Responsible for collaborating with the Associate Vice President for Human Resources in the effective and efficient management of the budget resources across each function within the Campus Relations unit.

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	In Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field	and	7 years of	Experience in the direction and management of human resources administration with emphasis in employee relations services	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources policies, practices, precedents, State and Federal laws and regulations.	

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			

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 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.