AUBURN
Human Resources

Mgr, Advancement Human Resources

Job Description

JOB INFORMATION

Job Code	EB36
Job Description Title	Mgr, Advancement Human Resources
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	109 Senior VP-Advancement
Approved Date:	9/12/2025 2:43:39 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Operations

JOB SUMMARY

The manager of Advancement Human Resources will lead the delivery of HR support for the Advancement unit, ensuring alignment with organizational goals and embedding the core values of collaboration, innovation, purpose, and production into every HR process. The position ensures that all employees are equipped to thrive in a dynamic environment. As a key partner to the Senior HR Manager of Advancement, this role helps implement HR strategies, supporting Advancement's mission.

RESPONSIBILITIES

- Partners with the Senior Manager Human Resources to assist with providing oversight of the human resource functions for the office of Advancement, including but not limited to policy and program administration, compliance with applicable laws, and procedures and processes.
- In partnership with AU's central human resources, works to ensure compliance with human resources and/or university policies, procedures, practices, as well as federal and state regulations, ensuring consistency in their application throughout the department. Additionally, with guidance from AU's central human resources department, partners with employees, supervisors, and managers to communicate various human resources and/or university policies, procedures, practices, and changes in federal and state regulations. Assists in building supervisors and managers' awareness of federal and state compliance obligations in the administration of their human resources talent.
- Advises Advancement supervisors and managers on employee relations issues to resolve concerns while providing courses of action and/or appropriate decisions. Provides employee relations coaching and guidance to supervisors and managers in handling employee performance issues, with input from central human resources, on corrective counseling and performance improvement plans.
- Oversees and directs supervisors and managers in the performance management process, reviews evaluations as requested and works with managers in effectively using management tools/skills designed to improve performance. Assists with creating and administering trainings regarding HR policies, processes, procedures and best practices for supervisors and managers.
- May serve as the designated liaison with AU's central human resources. Participates in administrative staff meetings and attends other meetings as needed. Provides development and oversight of onboarding process and assists with the termination for employees leaving the department as well as administering exit interviews as needed.
- Partners with the senior manager human resources to assist with the development of new or modified position descriptions, and provide recommendations regarding staffing; coaches supervisors and managers in recruiting and hiring best practices.

RESPONSIBILITIES

- Provides oversight of communication and administration of payroll and records management within area of responsibility.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	with no specific discipline.	and	5 years of	broad human resources management experience leading and executing initiatives across multiple HR functions - including employee relations, recruitment, compensation, performance management, training and development, benefits, and HR compliance - within a complex organizational environment.	

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					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.