AUBURN
Human Resources

Dir, Campus Relations

Job Description

JOB INFORMATION

Job Code	EB37
Job Description Title	Dir, Campus Relations
Pay Grade	HR14
Range Minimum	$97,760
33rd %	$127,080
Range Midpoint	$141,750
67th %	$156,410
Range Maximum	$185,740
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	7/1/2026 5:40:56 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Operations

JOB SUMMARY

The role partners with a network of Human Resource Liaisons (HRLs) across colleges and divisions to ensure alignment with University Human Resources policies and practices. It supports this network by providing accurate guidance, applying appropriate HR processes and tools, and sharing timely HR information within assigned business units. The position also consults with HR Liaisons to identify effective paths for resolving HR-related issues and collaborates with University Human Resources functional leaders and the liaison team to proactively identify issues, develop integrated solutions, and coordinate resolution of HR matters.

RESPONSIBILITIES

- Supervises HR Business Partners who deliver professional-level HR services to designated campus units and builds strong partnerships across campus HR functions to support liaison effectiveness and university objectives.
- Leads onboarding and training for new HRLs by coordinating with central HR units, directing liaisons to appropriate processes and tools, and identifying training needs in collaboration with Human Resource Development staff and subject matter experts.
- Coordinates monthly HRL and Advisory Group meetings, including scheduling and distributing minutes.
- Collaborates with central HR and HRLs to research, clarify, and recommend service-delivery roles across campus, including financial liaisons, timekeepers, and hiring supervisors.
- Develops metrics and analyzes trends to recommend solutions, programs, and policies that strengthen HRL support to departments.
- Serves as the subject matter expert for HRL involvement in HR systems, initiatives, training, and related projects.
- Establishes criteria for liaison success and provides performance feedback to liaison supervisors.
- Participates in all HRL search committees to ensure HR perspective and expectations are represented.

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.		8 years of	experience in 2 or more areas of human resources management including benefits, compensation, employment, payroll, employee relations, training and/or development.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of university HR policies, employment law, compliance requirements, and HR service-delivery models.	
Knowledge of platforms, workflow tools, and campus HR processes to support configuration, training, troubleshooting, and effective use by HR Liaisons and HR Business Partners.	
Skilled in supervising HR Business Partners, developing HR Liaisons, delivering training, and providing constructive performance feedback to strengthen HR service delivery.	
Ability to analyze HR trends, develop metrics, interpret data, and recommend solutions, programs, or policy adjustments.	
Ability to cultivate strong partnerships with HR functional leaders, HR Liaisons, and campus units to coordinate solutions and ensure consistent HR practices.	
Ability to translate complex HR policies, system requirements, and process changes into clear, actionable guidance for HR Liaisons and campus stakeholders.	

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				10 lbs
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.