AUBURN
Human Resources

Dir, HR Administration

Job Description

JOB INFORMATION

Job Code	EB52
Job Description Title	Dir, HR Administration
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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/9/2023

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Operations

JOB SUMMARY

Reporting to the Associate Vice President, Human Resources (AVPHR), the Director, Human Resources Administration will lead various HR project, finance, IT systems, and employee engagement activities for University Human Resources.

RESPONSIBILITIES

- Oversees the planning, organizing, researching, and participating in the management of University Human Resources initiatives and strategic projects that span across multiple functional units within HR. Conducts researches, identifies trends, and makes recommendations to the Associate Vice President, Human Resources and other University HR leadership. Facilitates discussions and meetings to ensure projects and initiatives are completed in a timely and efficient manner.
- Provides professional assistance to the AVPHR including, but not limited to program analysis and resolution of situational challenges and issues.
- Oversees the development, implementation, and execution of daily operational University HR communication activities and programs in coordination with University HR functional leadership.
- Serves as a key member of the university HR team which identifies and, with the approval of the AVPHR, implements employee engagement programs for university human resources.
- Oversees and supervises the business operations of University HR to include administrative support and financial/budget staff. Provides consistent and organized business and operational support to internal and external customers.
- Supervises and is responsible for departmental reception services assuring that departmental clients and customers are welcomed and greeted, questions are answered, and services are provided in a professionally maintained environment.
- Oversees and supervises the coordination and administration of the department’s information technology and communications needs, miscellaneous building services, property, surplus, and risk management insurance services, meeting rooms, automobile, access control, purchasing and procurement activities, office equipment, departmental subscriptions, and vendor and travel vouchers.
- Through subordinate staff, collaborating with departmental leadership and the University Budget Office, supports the development, coordination, tracking, monitoring, and analyzing the department’s budget; ensuring processing of the department’s financial transactions to include processing invoices, purchase requisitions, error corrections, travel vouchers, budget change orders, direct charges, and journal vouchers.

RESPONSIBILITIES

- Ensures preparation and dissemination of business and financial reports, as well as reconciliation of purchasing cards and administration of professional service contracts.
- Oversees the HRIS and informational technology function responsible for the analysis, administration, project management, and facilitation of software applications and technology in support of all UHR functions. Works collaboratively with the UHR leadership in each functional area, including Compensation & Classification; HR Development; Employment; Campus Relations, Onboarding Center, and Records; Benefits & Payroll, and the office of the AVP Human Resources.
- Through subordinate staff, oversees communication strategies designed to enhance the overall support of Human Resources and campus. Develops and implements long-term and short-term strategic communication and media efforts.

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	Business Administration, Operations Management, I/O Psychology, Organization Behavior, Mathematics, or directly related and relevant education	and	7 years of	Progressively increasing levels of responsibilities related to organizing, planning, communicating, and facilitating programs, initiatives, and projects in the areas of general business.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated success at organization, project management skills, organizational navigation, and communication.	
Ability to work independently to accomplish assigned goals in a timely manner and ability to work with detailed information with attention to accuracy.	
Developed communication skills. Demonstrated ability and desire to work collaboratively with all levels of employees across the campus.	
Demonstrated skills, knowledge and experience in data collection, analysis, and report preparation and presentation.	
Ability to work and think independently, while managing multiple priorities.	
Strong working knowledge of Microsoft software in a PC environment including Word, PowerPoint, Excel, and Outlook.	

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		
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.