AUBURN
Human Resources

Coord, Employee Engagement

Job Description

JOB INFORMATION

Job Code	EB59
Job Description Title	Coord, Employee Engagement
Pay Grade	HR08
Range Minimum	$51,470
33rd %	$61,770
Range Midpoint	$66,910
67th %	$72,060
Range Maximum	$82,350
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/5/2020

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Reporting to the Employee Engagement Manager, assists in the planning and implementation of a variety of engagement programs and events for a large and diverse division or unit. Organizes and coordinates programs and events designed to create a positive and enriching work environment and increase employee engagement, welfare, and awareness for 400 or more employees with a wide variety of roles at all levels.

RESPONSIBILITIES

- Coordinates, facilitates, and assists Employee Engagement Manager in the planning and development of employee activities, initiatives, events, perks, awards/contest, and celebrations designed to promote and sustain a positive and enriching work environment while improving morale and employee commitment.
- Promotes programmatic continuous improvement by assessing programs and events routinely. Makes recommendations regarding future changes. Identifies, collects, and assists in the analysis of data supporting performance management activities and HR metrics reporting.
- Assists with the implementation and maintenance of a division-wide employee recognition program to include coordinating communications, attending selection committee meetings, and facilitating award delivery. Supports department-specific contests and awards as needed.
- Supports HR processes and programs, including annual benefits open enrollment and wellness initiatives, to educate employees on offerings and drive participation. Solicits input from employees on engagement drivers, partners with external vendors, and assists with budget monitoring.
- Assists supervisor in the development, implementation, coordination, facilitation and analysis of a divisional climate and engagement survey.
- May research, design, and compose content for dissemination through a variety of mediums such as internal or external publications, brochures, posters, newsletters, websites, presentations, and development/fundraising materials.
- May provide high level administrative support including, but not limited to, typing; filing; proofreading; scheduling meetings; taking minutes; making travel arrangements; processing expense vouchers; and preparing reports, documents, and presentations.

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	In Human Resources Management, Business Administration, Public Relations, or related field.	and	3 years of	Experience in Human Resource administration to include event planning, project coordination, or relationship management in a professional services environment.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Excellent communication and interpersonal skills	
Leadership skills including the ability to lead and provide direction.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.