AUBURN
Human Resources

Spec III, Talent Experience & Engagement

Job Description

JOB INFORMATION

Job Code	EB75
Job Description Title	Spec III, Talent Experience & Engagement
Pay Grade	HR10
Range Minimum	$62,730
33rd %	$77,370
Range Midpoint	$84,690
67th %	$92,000
Range Maximum	$106,640
Exemption Status	Exempt
Approved Date:	11/18/2025 8:55:57 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

The Talent Experience & Engagement Specialist III takes initiative in designing and managing high-quality engagement experiences that foster employee connection, recognition, and alignment with Advancement's values. This position acts as a cross-functional collaborator with HR, senior leadership, and program leads to strengthen employee culture and improve the employee lifecycle.

RESPONSIBILITIES

- Assists University Advancement leadership teams and Culture and Talent team to execute the planning and execution of Advancement engagement events, ensuring alignment with strategic goals.
- Collaborates with internal and external speakers, manages engagement event communications, and ensures Advancement Summits and other engagement events run seamless.
- Makes informed recommendations for program enhancements based on data, trends, and staff input. Identifies, collects, and contributes to the analysis of engagement data and HR metrics.
- Coordinates and administers existing talent development programs and projects. Leads training components, plans events, guides training reinforcement for attendees, assigns attendees to cohort groups for continued training, communicates with attendees regularly, and tracks/evaluates attendee progress.
- Researches, and develops, talent management projects and programs in collaboration with Talent Management Team. Assists in the delivery of projects and programs.
- Designs and implements employee recognition programs tied to organizational values (Tiger Pacts), leveraging storytelling and branding to deepen cultural impact.
- Leads the Talent Management team and subject matter experts across the organization to create and organize orientation and training programs aimed at improving and standardizing the new hire experience. Promotes and executes the orientation schedule. Ensures employees complete required checklists, forms, and other related orientation requirements. Ensures relevant and up-to-date information and resources are communicated to new and transferring employees.
- Partners with Advancement Leadership and Talent and Culture team to plan trainings, team-building events, employee appreciation events, recognition programs designed to promote and sustain a positive and enriching work environment.
- Serves as the point of contact for vendors, clients, and external partners related to Advancement employee engagement.
- Oversees the Advancement student internship program, ensuring selected students are appropriately placed within a selected unit and that they are assigned to their appropriate mentor.

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	no specific discipline.	and	4 years of	Experience in talent management, human resources development, or employee training and development, and/or employee engagement & programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Experience supporting programs in the areas of talent management, leadership development, organization development, and/or other human resource functions.	
Ability to develop HR metrics, managing complex datasets, verifying data integrity, and conducting data analysis. Advanced knowledge and ability in the use of Excel for interpreting reports and investigating issues with file loads.	
Strong people orientation with excellent interpersonal and written and communication skills to develop strong partnerships at all levels of the organization (including executive management).	
Knowledge of best human resources practices related to talent management and talent development.	

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.