AUBURN
Human Resources

Spec, HR Administration & Strategic Initiatives

Job Description

JOB INFORMATION

Job Code	EB78
Job Description Title	Spec, HR Administration & Strategic Initiatives
Pay Grade	HR07
Range Minimum	$45,750
33rd %	$54,900
Range Midpoint	$59,480
67th %	$64,050
Range Maximum	$73,200
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	12/17/2024 12:24:28 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Operations

JOB SUMMARY

Reporting to the Manager, Human Resources Administration and Strategic Initiatives, this position is responsible for supporting the Human Resources team in the creation, implementation and coordination of HR initiatives, programs, and projects. A significant focus of this role will be the creation and coordination of communication and marketing efforts to promote the goals and achievements of University Human Resources (UHR), enhancing internal and external engagement through various mediums.

RESPONSIBILITIES

- Coordinates various human resources related project activities, resources, and information. Sets actionable tasks, timeframes, and identifies appropriate units to assist. Creates and maintains project status updates to inform leadership of requirements, scope, and objectives.
- Plans and organizes special programs, events and meetings, as well as participation for on campus events.
- Responsible for content/style editing, designing, photography and/or copywriting of UHR internal and external communications.
- Develops marketing and communication plans to promote the vision, mission, goals of UHR.
- Researches, designs, and composes content for dissemination through a variety of mediums, which may include internal or external projects which may include newsletters, websites, and presentations.
- Creates and publishes content on social media platforms, such as Facebook, X, Instagram and YouTube, to grow an audience, recognize employees, advertise employment opportunities, and build brand awareness for UHR.
- Evaluates effectiveness of communications, public relations, and/or marketing programs.
- May maintain files, databases and electronic records of materials.

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

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 Business Administration, Operations Management, I/O Psychology, Organizational Behavior, Communications, Journalism, Public Relations, or related.	and	0 years of	experience related to organizing, marketing, planning, communicating, and facilitating programs, initiatives, and projects in the areas of general business operations. Human Resources experience preferred.	

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.	
Ability to work independently to accomplish assigned goals in a timely manner and ability to work.	
Ability to write for various audiences and in various formats.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.