AUBURN
Human Resources

Mgr, HR Administration & Strategic Initiatives

Job Description

JOB INFORMATION

Job Code	EB85
Job Description Title	Mgr, HR Administration & Strategic Initiatives
Pay Grade	HR11
Range Minimum	$68,050
33rd %	$86,200
Range Midpoint	$95,270
67th %	$104,340
Range Maximum	$122,490
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	3/8/2023

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Operations

JOB SUMMARY

Reporting to the Director, Human Resources Administration, this position is responsible for creating and implementing human resources initiatives, programs, and projects central to University Human Resources.

RESPONSIBILITIES

- Advises, collaborates, and consults with University Human Resources leadership, Human Resources Liaisons and other campus entities to determine and implement optimal strategies for enacting and enhancing HR-related initiatives and tasks. These may include, but are not limited to, disseminating internal communications which are HR-related; facilitating and organizing meetings and discussions that include UHR and campus leadership, HR Liaisons, and others; and directing/managing UHR projects that impact multiple functional units, to advance specific strategic initiatives.
- Oversees and produces, from concept to completion, a broad array of digital and/or print promotional and communication materials for UHR. Serves as an advisor to Human Resources leadership and functional team leaders managing the external and internal communication efforts to ensure quality, consistency, and integration of communications across all units.
- Writes and edits the release of information intended for promotion of the department, publications, and/or distribution to various audiences across the AU campus.
- Develops and implements short-term and long-term strategic communication efforts for Human Resources activities.
- Serves as the primary contact for all aspects of the UHR website(s), handling a range of responsibilities that may include web design and development, routine site and content maintenance, accessibility updates, and various updates to ensure an optimal user experience that aligns with the goals and objectives of Auburn. Identifies and utilizes multiple platforms of communication to promote University Human Resources.
- Creates and publishes content on social media platforms, including Facebook, Twitter, and Instagram, to grow an audience, recognize employees, advertise employment opportunities, and build brand awareness for UHR.\
- Develops and oversees the UHR internship/student worker program, ensuring that Auburn students with an interest in Human Resources as a career path have an opportunity to learn about all facets of the profession while they provide valuable service to UHR units.

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	Business Administration, Operations Management, I/O Psychology, Organizational Behavior, Communications, Journalism, Public Relations, or related.	and	5 years of	Progressively increasing levels of responsibilities related to organizing, planning, communicating, and facilitating programs, initiatives, and projects in the areas of general business. At least two of the five years must working on human resources related policies, programs, and initiatives inside or outside of a human resources department.	

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.	
Strong working knowledge of Microsoft software in a PC environment including Word, PowerPoint, Excel, and Outlook.	
Demonstrated knowledge of various communication theories, concepts, techniques, and strategies.	
Ability to write for various audiences and in various formats.	

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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.