AUBURN
Human Resources

Coord, Human Resources Development

Job Description

JOB INFORMATION

Job Code	EB95
Job Description Title	Coord, Human Resources Development
Pay Grade	HR06
Range Minimum	$42,300
33rd %	$49,340
Range Midpoint	$52,870
67th %	$56,390
Range Maximum	$63,440
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	9/4/2024 11:05:45 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Training & Development

JOB SUMMARY

Coordinates various Human Resources Development (HRD) programs and activities including performance development, leadership development, education benefits, learning management, training logistics, and operational support.

RESPONSIBILITIES

- Provides administrative and operational support for Human Resources Development (HRD). Maintains and organizes files and information, reports on various projects, coordinates the scheduling of meetings, and responds in a timely manner to employee and departmental requests.
- Assists in scheduling customized and tailored courses for campus partners. Supports HRD functions by coordinating with the program administrator to identify training needs for faculty and staff. Loads courses, registers attendees, disseminates reports and course evaluations, and generates and processes course rosters.
- Plans and coordinates meetings and events in HRD spaces. Maintains and prepares training rooms. Coordinates and maintains calendars in Outlook to include resolving scheduling conflicts. Coordinates Training Room usage, including bookings and reservations with University Human Resources (UHR) and visitors. Prepares training rooms for HRD events. Greets reservations holders and instructors and organizes furniture as needed. Opens and closes the divider wall, learns podium technology, and promptly addresses issues with the appropriate department. Organizes catering as required for special events. Prints course materials and ensures proper functioning of AV equipment.
- Addresses technical issues with Business Administration support staff. Collaborates with instructors and subject matter experts to facilitate the learning and development training schedule. Tracks project progression on behalf of HRD.
- Calculates, tracks, and reports departmental metrics for learner satisfaction.
- Responds to inquiries and advises employees through the application process for the Employee Education Benefit (EEB) and Dependent Education Benefit (DEB). Escalates issues and concerns to the Program Administrator, HRD. Addresses and resolves technical issues with the appropriate agency. Serves as the primary approver for EEB and DEB requests.

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	No 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	No Specific Discipline Required	and	0 years of	Coordination and administration of programs, events, and projects Clerical support services	Or
Associate's Degree or Vocational Certificate	No Specific Discipline Required	and	2 years of	Coordination and administration of programs, events, and projects Clerical support services	Or
High School Diploma or GED		and	4 years of	Coordination and administration of programs, events, and projects Clerical support services	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Excellent oral and written communication skills.	
Ability to interact with internal and external stakeholders.	
Ability to manage files and records.	
Demonstrated success at organization and project management.	
Aptitude for administrative expertise, strategic thinking, business acumen, and autonomous decision-making.	
Knowledge of basic computer applications and various database and software programs.	

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				25 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching		X				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 and distinguish colors.