AUBURN
Human Resources

Mgr, Liberal Arts Human Resources

Job Description

JOB INFORMATION

Job Code	EB97
Job Description Title	Mgr, Liberal Arts Human Resources
Pay Grade	HR10
Range Minimum	$62,730
33rd %	$77,370
Range Midpoint	$84,690
67th %	$92,000
Range Maximum	$106,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	134 College of Liberal Arts
Approved Date:	1/20/2026 10:50:58 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Reporting to the Senior Manager for Human Resources, the Liberal Arts Human Resources Manager provides professional human resources services to the College of Liberal Arts staff, temporary students, graduate and undergraduate students in the college in the areas of employment, compensation, employee relations, performance management, and organizational and human resources, with the result of positively influencing organizational performance and results.

RESPONSIBILITIES

- Plans, develops, implements, and administers human resource programs in the areas of employment, compensation, performance and talent management, employee relations, training and development, productivity, culture, and morale. Partners with University Human Resources (UHR) to administer benefits, timekeeping, and leave programs. Oversees and participates in employee conduct investigations independently and in partnership with the Senior HR Manager.
- Partners with the Senior HR manager to provide coaching to supervisors to sustain long-term employee performance levels and maintain a cadence of accountability. Assists in strategy development to ensure the unit is able to process and support workforce needs and ensure regulatory compliance.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews policies and practices to maintain compliance and recommend improvements. Monitors programs and practices to ensure compliance with human resources laws, regulations, and institutional policies. Interprets and explains human resources policies, procedures, laws, standards, or regulations. Provides advice and counsel to managers and supervisors regarding HR practices, policy, coaching, counseling, and employment laws
- Creates, updates, and enters information in Banner for payroll administration. Provides training to department staff on electronic personnel action forms.
- With guidance from AU's central human resources department, partners with employees, supervisors, and managers to communicate various human resources and/or university policies, procedures, practices, as well as changes in federal and state regulations.
- Oversees HR-related services and makes program modifications and improvements as necessary to ensure best practices within the College. Serves as the designated liaison with AU's central human resources. Participates in administrative staff meetings and attends other meetings as needed. Provides development and oversight of the termination process for employees leaving the department.
- Coordinates with departments to accomplish essential recruitment tasks to include posting job openings, reviewing resumes, screening candidates, and scheduling interviews. Works with managers and staff to

RESPONSIBILITIES

	improve work relationships, increase productivity, and morale. Works closely with department staff to ensure positions are posted and funded appropriately.
•	Provides support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances, such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations. Responds to employee relations issues such as employee complaints, harassment allegations, and conducts investigations of employment-related issues at the direction of the Senior HR manager.

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	with no specific discipline.	and	5 years of	broad human resources management experience leading and executing initiatives across multiple HR functions - including employee relations, recruitment, compensation, performance management, training and development, benefits, and HR compliance - within a complex organizational environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources policies, practices, precedents.	
Knowledge of federal, state, local and University policies and regulations. Working knowledge of employment laws and regulations (ADA, EEO, FMLA, FLSA) and the ability to appropriately spot employment risk issues.	
Ability to synthesize information, provide advice, and address needs independently.	
Conduct activities and make decisions according to ethical standards, to analyze and present information and maintain accurate and detailed records.	
Excellent oral and written communication.	
Strong interpersonal skills.	
Resourceful thinking.	
Ability to work independently and as part of a team.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.		Upon Hire	Required	And
SHRM-CP		Upon Hire	Desired	Or
Professional in Human Resources (PHR)-HRCI		Upon Hire	Desired	Or

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Senior Professional in Human Resources (SPHR)-HRCI		Upon Hire	Desired	

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			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.