AUBURN
Human Resources

JOB INFORMATION

Job Code	EB01
Job Description Title	Dir, Human Resources (Research)
Pay Grade	HR14
Range Minimum	$92,150
33rd %	$119,790
Range Midpoint	$133,610
67th %	$147,440
Range Maximum	$175,080
Exemption Status	Exempt
Approved Date:	2/23/2024 2:37:27 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Operations

JOB SUMMARY

Reporting to the AVP, Human Resources, the Director, Human Resources (Research) serves in a dual responsibility role. This position has a leadership role within the Office of the SVP for Research and Economic Development working closely with the SVP-Research and serving as an advisor within a complex research division, responsible for planning, directing, managing, and controlling division human resources programs impacting research activities campus wide.

Additionally, the Director, Human Resources (Research) serves as a University Human Resources (UHR) expert resource at the direction of the AVP, Human Resources, participating in strategic projects, enterprise-wide initiatives, workforce planning, and providing advice, counsel, mentoring, coaching, and training as needed. The Director, Human Resources (Research) collaborates with distributed human resources liaisons, the Provost's Office, University Human Resources, and campus-wide administration leadership ensuring complex enterprise-wide processes align with enterprise objectives and adheres to university policies and regulations.

This job demands significant accountability for research enterprise-wide collaboration, planning, implementation, and monitoring of the Research Job Family position and pay processes in support of meeting the University's research mission and goals. As such, this job description is restricted for use by University Human Resources in primary support of the Research & Economic Development Division.

RESPONSIBILITIES

- Serves as University Human Resources (UHR) expert resource at the direction of the AVP, Human Resources, participating in strategic projects, enterprise-wide initiatives, and workforce planning that has campus-wide implications. Provides advice and counsel to collaborating colleges and departments, as well as mentoring, coaching, and training as needed.
- Builds and nurtures relationships to enhance the division's reputation both internally and externally. Collaborates effectively with research enterprise stakeholders including Associate Deans of Research and principal investigators, as well as university and college human resources specialists to support increased faculty research competitiveness. This is achieved by aligning efficient HR policies and processes with major research initiatives.
- Contributes to campus-wide research related organizational structure and design through workforce planning and development initiatives to include the development of streamlined, consistent, and efficient research administration and technical Research Job Family jobs. Advises and collaborates closely with distributed human resources liaisons regarding research talent initiatives and processes within colleges conducting sponsored research.
- Ensures consistent application of HR policies and compliance obligations across the division and the distributed research administration community, promoting awareness of and compliance with university and

RESPONSIBILITIES

research enterprise policies, Federal, State, or other governing regulatory and compliance obligations. This includes monitoring and taking appropriate corrective actions to ensure compliance.

- Acts as a trusted advisor and advocate within a complex research division, which includes a wide range of departments such as Sponsored Programs, Contracts and Grants Accounting, Research Integrity and Compliance, University Veterinarian, Research Security, Electronic Research Administration & Analytics, Administrative Operations, Intellectual Property Exchange, Auburn Research and Technology Foundation, and Applied Research Institute. Responsible for the planning, direction, management, and control of division human resources programs within the research enterprise, providing strategic and operational services to employees and departments.
- Provides strategic and operational research talent recommendations to the unit's senior leadership in support of projects that have a significant impact on the division's strategic mission, offering guidance on talent acquisition matters and managing onboarding and termination processes.
- Advises division supervisors and managers on employee relations issues and provides guidance on performance improvement, overseeing performance management, evaluations, and employee training in collaboration with supervisors and managers.
- Analyzes and resolves complex problems across diverse employee groups within the division, communicates HR policies, procedures, and regulatory changes to employees, supervisors, and managers.
- Serves as the Research and Economic Development division liaison with central HR, and collaborates with central human resources to ensure that division processes align with enterprise objectives and adhere to university policies and regulations.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

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	Human Resources, Management, Business Administration, Industrial/Organizational Psychology, or relevant field.	And	10 years of	Demonstrated human resources management experience, with at least 3 years directly supporting major research initiatives in higher education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Proven knowledge and experience in building, implementing, and administering HR programs for complex higher education research operations.	And
Knowledge of employment laws and regulations to ensure compliance with labor laws, anti-discrimination laws, and other relevant legislation, mitigating legal risks for the organization.	And
Proficiency in leading organizational change initiatives, including restructuring, while ensuring smooth transitions.	And
Capacity to offer strategic guidance and insights to supervisors and leadership on HR issues such as workforce planning, talent development, organizational design, and change management.	And
Skill in leading large organizational projects which require careful planning, coordination, and execution to achieve desired outcomes.	And
Proficiency in leveraging HR data to inform strategic decisions, identify trends, and measure the effectiveness of HR initiatives.	And
Strong interpersonal and communication skills to effectively convey HR policies, initiatives, and changes to employees, management, and stakeholders, fostering transparency and trust.	And
Proficiency in influencing and persuading supervisors and leadership to adopt HR best practices, policies, and initiatives that align with organizational goals and foster employee engagement and productivity.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Commitment to ethical behavior and integrity in all HR practices, ensuring fairness, equity, and respect for employees' rights and well-being.	And
Ability to innovate and drive continuous improvement in HR processes, policies, and practices to enhance organizational effectiveness and adaptability.	And
Ability to maintain confidentiality and discretion in handling sensitive information.	And
Proficiency in Microsoft Suite (Word, PowerPoint, Excel including tables, pivot tables, VLOOKUPs, and graphics).	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
SHRM-CP			Desired	Or
Professional in Human Resources (PHR)-HRCI			Desired	Or
Certified Benefits Professional (CPB)-World At Work			Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State; Domestic