
Auburn University Job Description

Job Title: **Dir, HR Administration**

Job Family: No Family

Job Code: **EB52**

Grade HR14 \$85,500 - \$162,500

FLSA status: Exempt

Job Summary

Reporting to the Associate Vice President, Human Resources (AVPHR), the Director, Human Resources Administration will lead various HR project, finance, IT systems, and employee engagement activities for University Human Resources.

Essential Functions

1. Oversees the planning, organizing, researching, and participating in the management of University Human Resources initiatives and strategic projects that span across multiple functional units within HR. Conducts researches, identifies trends, and makes recommendations to the Associate Vice President, Human Resources and other University HR leadership. Facilitates discussions and meetings to ensure projects and initiatives are completed in a timely and efficient manner.
 2. Provides professional assistance to the AVPHR including, but not limited to program analysis and resolution of situational challenges and issues.
 3. Oversees the development, implementation, and execution of daily operational University HR communication activities and programs in coordination with University HR functional leadership.
 4. Serves as a key member of the university HR team which identifies and, with the approval of the AVPHR, implements employee engagement programs for university human resources.
 5. Oversees and supervises the business operations of University HR to include administrative support and financial/budget staff. Provides consistent and organized business and operational support to internal and external customers.
 6. Supervises and is responsible for departmental reception services assuring that departmental clients and customers are welcomed and greeted, questions are answered, and services are provided in a professionally maintained environment.
 7. Oversees and supervises the coordination and administration of the department's information technology and communications needs, miscellaneous building services, property, surplus, and risk management insurance services, meeting rooms, automobile, access control, purchasing and procurement activities, office equipment, departmental subscriptions, and vendor and travel vouchers.
 8. Through subordinate staff, collaborating with departmental leadership and the University Budget Office, supports the development, coordination, tracking, monitoring, and analyzing the department's budget; ensuring processing of the department's financial transactions to include processing invoices, purchase requisitions, error corrections, travel vouchers, budget change orders, direct charges, and journal vouchers.
 9. Ensures preparation and dissemination of business and financial reports, as well as reconciliation of purchasing cards and administration of professional service contracts.
 10. Oversees the HRIS and informational technology function responsible for the analysis, administration, project management, and facilitation of software applications and technology in support of all UHR functions. Works collaboratively with the UHR leadership in each functional area, including Compensation & Classification; HR Development; Employment; Campus Relations, Onboarding Center, and Records; Benefits & Payroll, and the office of the AVP Human
-

Auburn University Job Description

Resources.

11. Through subordinate staff, oversees communication strategies designed to enhance the overall support of Human Resources and campus. Develops and implements long-term and short-term strategic communication and media efforts.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Business Administration, Operations Management, I/O Psychology, Organization Behavior, Mathematics, or directly related and relevant education
Experience (yrs.)	7	Progressively increasing levels of responsibilities related to organizing, planning, communicating, and facilitating programs, initiatives, and projects in the areas of general business.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Developed communication skills. Demonstrated ability and desire to work collaboratively with all levels of employees across the campus.

Demonstrated skills, knowledge and experience in data collection, analysis, and report preparation and presentation.

Ability to work and think independently, while managing multiple priorities.
Strong working knowledge of Microsoft software in a PC environment including Word, PowerPoint, Excel, and Outlook.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Auburn University Job Description

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 3/9/2023

