
Auburn University Job Description

Job Title: **Spec II, Advancement Talent Development** Job Family: No Family
Job Code: **EB74** Grade HR08: \$45,000 - \$72,000
FLSA status: Exempt

Job Summary

Serves as part of the Talent Management and Culture team for Auburn University Advancement, the Talent Development Specialist II assists Advancement leadership and the Talent Development team in executing the organization's talent strategy. This position will play a key role in leading talent development initiatives through sharing of ideas, expertise and insights to support Advancement culture.

Essential Functions

1. Partners with University Advancement leadership team to understand and execute the organization's talent strategy particularly as it relates to current and future talent needs, training and development, recruiting, retention, and succession planning.
 2. Collects, analyzes, and maintains data gathered to inform leadership of current trends related to talent needs. Develops and creates presentations and reports related to gathered information. Serves as the point of contact for related data collection and maintenance.
 3. Develop, initiates, and maintains effective programs for workforce retention, promotion and succession planning. Formulates training outlines and determines instructional methods, utilizing knowledge of specified needs and effectiveness of methods such as individual training, group instruction, lectures, demonstrations, e-learning, and other appropriate methods.
 4. Creates learning and development programs and initiatives that provide internal development opportunities for employees. Collaborates with subject matter experts on the design, development, and monitoring of professional development competency-based programs to ensure that programs are delivered as designed. Responsible for evaluating and measuring the effectiveness of programs.
 5. Keeps teams connected and focused with engagement tools that help identify potential retention risks and retain top performers. This may include programs and processes that review items like time-to-fill, 360 degree feedback, executive coaching, etc. Provides support and professional coaching to the leadership team as needed.
 6. Partners with supervisors and managers to evaluate organizational structure, develop new or modified position descriptions, and provide recommendations regarding staffing. Coaches supervisors and managers in recruiting and hiring best practices in relation to new positions. Collaborates with Acquisition Specialist for posting new positions.
 7. Partners with leaders and subject matter experts across the organization to create, organize, and conduct orientation and training programs aimed at improving and standardizing the new hire experience. Develops, promotes, and executes the orientation schedule. Ensures employees complete required checklists, forms, and other related orientation requirements. Ensures relevant and up-to-date information and resources are communicated with new and transferring employees.
 8. Partners with Advancement Leadership and Talent and Culture team to plan trainings, team-building events, employee appreciation events, recognition programs designed to promote and sustain a positive and enriching work environment.
 9. Performs other duties as assigned.
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Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Bachelor's degree, no specific discipline.
Experience (yrs.)	3	Experience in talent management, human resources development, or employee training and development.

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

Experience supporting programs in the areas of talent management, leadership development, organization development, and/or other human resource functions.

Ability to develop HR metrics, managing complex datasets, verifying data integrity, and conducting data analysis. Proficiency in the use of Excel for interpreting reports and investigating issues with file loads.

Strong people orientation with excellent interpersonal and written and communication skills to develop strong partnerships at all levels of the organization (including executive management).

Knowledge of best human resources practices related to talent management and talent development.

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, .

Job occasionally requires standing, walking, reaching, handling objects with hands, .

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

Date: 10/20/2022
