

# Auburn University Position Announcement

**Auburn University** is currently accepting applications for the following position:

## Position Information

Position Title	Director, Human Resource Development
Department	Human Resources Admin
Position Summary	<p>Reporting to the Senior Director, Talent Management, Human Resources Department, the incumbent in this position will be responsible for:</p> <ol style="list-style-type: none"><li>1. Collaborating with Human Resources Department peers, campus leadership, staff, and campus human resources liaisons, conducting campus-wide human resources development and training "current state" assessments and "future state" and ongoing needs assessments as related to current and future courses, programs, curriculum and opportunities;</li><li>2. Identifying, developing, implementing and assessing a training and development organizational model to fulfill those needs, ensuring inclusiveness, accessibility, cost effectiveness and relevance;</li><li>3. Creation of a leadership and supervisory development program;</li><li>4. Identifying opportunities that support the University's strategic priorities and the goals/needs of the colleges, schools and departments, to include collaborating with others in support of the University's inclusion and diversity initiatives;</li><li>5. Aligning the planning and coaching of human resources development staff in support of the "future state" model;</li><li>6. Designing and developing instructional course materials utilizing best practice for delivery of programs including in person, online and web-based training;</li><li>7. Overseeing and conducting training and development seminars, new employee orientation, and other development programs for the University;</li><li>8. Managing the configuration, implementation, administration and maintenance of an automated Learning Management System;</li><li>9. Reviewing, evaluating and making recommendations regarding policies, procedures, programs and budget;</li><li>10. Collaborating, consulting, developing, designing and delivering appropriate organizational interventions for University units;</li><li>11. Establishing and reporting on appropriate measures to assess ongoing progress and achievements of the human resources development programs and strategies;</li><li>12. Managing and coordinating special projects;</li><li>13. Providing policy direction for and oversight of the employee educational improvement benefits and the University's performance management system; and</li><li>14. Full supervisory responsibility for other employees is also a major responsibility and includes training, evaluating, and recommending pay, promotion or other tangible employment decisions.</li></ol>

Minimum Qualifications	<p>Entry into the applicant pool requires a Bachelor's degree from an accredited institution with emphasis on building the knowledge, skills, and abilities to effectively perform the essential responsibilities as indicated above. Advanced degrees relevant to the essential responsibilities will be considered desirable. Professional certification(s) relevant to the Development and Training profession is desirable.</p> <p>Seven years of progressively responsible experience in the direction and management of development and training assessments, design and development of development and training programs, administering automated learning management systems; three or more of those years in a higher education environment will be considered as desirable.</p> <p>Knowledge of human resources strategies, policies, practices, precedents, and laws related to performance management and employee development and training.</p> <p>Excellent interpersonal and communication skills, including speaking before small and large groups.</p> <p>Please utilize the attachment feature of our online employment site and attach the following: cover letter, resume and professional references. Only complete application materials will be accepted for review. If selected for further consideration, you will be asked to demonstrate proficiency and ability to be successful in this role, which will include an oral presentation on a topic of our choosing, as well as an exhibition of materials you were personally responsible for creating and facilitating in response to a specific organizational need.</p> <p>A commitment to an inclusive and diverse campus environment.</p>
Desired Qualifications	
Requisition No.	26886
Review Date	

The "Review Date" indicates the date after which the hiring department will begin reviewing applications of qualified candidates. Salary will be commensurate with education and experience.

Refer to the above Requisition # and apply on-line at:

**[www.auemployment.com](http://www.auemployment.com)**

on any computer with Internet access. If you need any assistance, contact Auburn University's Department of Human Resources at (334) 844-4145 or your local state employment service distribution system office. Internet Access is also available through your public library.

Auburn University is an EEO/Vet/Disability employer.