

**Senior Manager, Human Resources  
Auburn University**

Direct Link: <https://www.AcademicKeys.com/r?job=262447>

Downloaded On: Sep. 12, 2025 3:25pm

Posted Sep. 12, 2025, set to expire Jan. 11, 2026

<b>Job Title</b>	Senior Manager, Human Resources
<b>Department</b>	College of Liberal Arts
<b>Institution</b>	Auburn University Auburn, Alabama
<b>Date Posted</b>	Sep. 12, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Human Resources
<b>Job Website</b>	<a href="https://www.auemployment.com/postings/55960">https://www.auemployment.com/postings/55960</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**The College of Liberal Arts is excited to recruit for our next Senior Human Resources Manager!**

In this pivotal role, you'll report directly to the Dean of the College of Liberal Arts (CLA) and provide professional, strategic, and impactful human resources services across 14 dynamic departments. Your work will span employment, compensation, employee relations, organizational and human resources development — all with the goal of driving positive organizational performance and results.

In addition, you'll play a vital role in managing foreign national VISA paperwork for the College, ensuring our diverse community of faculty and staff are supported every step of the way. Ready to make a difference in a college that values innovation, collaboration, and people-first leadership? Learn more about the College of Liberal Arts' departments, programs, faculty, and staff

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here: <https://cla.auburn.edu>

### Essential Functions

- Oversees and strategically directs the school/college/department's human resource functions, including but not limited to policy and program development and administration, compliance with applicable laws, and procedures and processes.
- Assesses the effectiveness of HR policies and programs ensuring that goals and objectives are met.
- Proactively identifies and analyzes complex problems, evaluates, consults and resolves efficiently and effectively; ensures solutions are consistent across the diverse employee groups within the department.
- 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.
- Advises supervisors and managers on employee relations issues to resolve concerns while providing courses of action and/or appropriate decisions. Provides employee relations coaching and guidance to supervisors and managers in the handling of employee performance issues; provides guidance, with input from central human resources, on corrective counseling and performance improvement plans.
- Oversees and directs supervisors and managers in the performance management process, reviews evaluations as requested and works with managers in effectively using management tools/skills designed to improve performance. Assists in facilitating and identifying employee training.
- In partnership with AU's central human resources, works to ensure compliance with human resources and/or university policies, procedures, practices, as well as federal and state regulations and ensures consistency in the application of policies throughout the department.
- Assists in building supervisors and managers awareness of federal and state compliance obligations in the administration of their human resources talent.
- Serves as the designated liaison with AU's central human resources. Participates in administrative staff meetings and attends other meetings as needed to provide guidance and direction on human resources related issues. Provides development and oversight of onboarding and termination process for employees leaving the department.
- 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.
- Provides oversight of communication and administration of benefits, payroll and records

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management within area of 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.

### Why Work at Auburn?

- **Life-Changing Impact:** Our work changes lives through research, instruction, and outreach, making a lasting impact on our students, our communities, and the world.
- **Culture of Excellence:** We are committed to leveraging our strengths, resources, collaboration, and innovation as a top employer in higher education.
- **We're Here for You:** Auburn offers generous benefits, educational opportunities, and a culture of support and work/life balance.
- **Sweet Home Alabama:** The Auburn/Opelika area offers southern charm, vibrant downtown scenes, top-ranked schools, and easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.
- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, staff, and students are welcomed, valued, respected, and engaged.

Ready to lead and shape the future of higher education? Apply today! War Eagle!

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

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