Human Resources Job Function

HR Organizational Development Professional II
Grade: 56
Job Code: H0656P
Job Family: HR Organizational Development Consulting
Job Family Matrix: HR Organizational Development Consulting

Summary
Independently responsible for project/program management, best practice curation, and content and materials creation in the areas of innovation, employee engagement, diversity, inclusion and belonging. Provide project management on related efforts.

Core Duties
- Define the requirements of a given project, develop a work plan, and recruit/enlist key partners and stakeholders
- Manage the day to day implementation of large-scale projects and/or programs, tracking and reporting status and outcomes
- Independently manage project plans, events, website, survey design and implementation
- Design and facilitate sessions in the areas of innovation, employee engagement, diversity, inclusion and belonging
- Curate engaging social media content and calendars, design and conduct surveys, and manage web platforms
- Collect, share and publicize resources, tools and best practices for key initiatives
- Craft communications, reports, toolkits and/or presentations
- Collaborate with others in the delivery of services to clients
- Represent unit on University and external committees
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Basic Qualifications
- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting