Sample Position Description Template
for Professional/Administrative Academic Staff Position
UW-Oshkosh

Approximate Starting Date: June 15, 2007

Formal Title: Program Manager II, Limited Appointment
Working Title: Assistant Director for Staffing and Development
Department: Human Resources
Position Reports to: Director of Human Resources

Position Purpose: This position manages staff and resources for organizational development, organizational consulting, staff development, recruitment and retention services within the Human Resources Office. The human resource service delivery model is in transition, evolving from a reactive to a proactive model which contributes greatly to the strategic performance of the University. This position requires a leader experienced in managing change in a team focused environment, sensing and responding to customer feedback, and committed to a strategic, integrated, analytical, anticipatory and proactive approach to service delivery focused upon option-generation and resulting in outstanding customer satisfaction and strategic value to the University.

Essential Job Functions:

1. **Organizational and employee development – 35%**
    a. Analyze training needs through the use of assessments, surveys, and focus groups.
    b. Design, develop, and implement appropriate programs and activities to address those needs and to meet the goals and objectives of the University's Strategic Plan. Collaborate with the Provost and Vice Chancellor's Office in areas of common need.
    c. Assist in carrying out goals in the HR Support and Development Key Operational Plan.
    d. Support workplace-cultural change efforts by developing and coordinating appropriate educational and training programs and activities.
    e. Recommend organizational development strategies, including work-life policies and practices, and those that address department-specific needs or performance problems.
    f. Develop and implement professional development plans for classified staff and professional/administrative academic staff, including training for supervisors.

2. **Recruitment and retention activities – 25%**
    a. Lead the "Staffing Team" in transitioning to the new service delivery model. Develop and implement Staffing Team goals that link with the HR vision/mission and the University's Strategic Plan.
    b. Improve the job description process for unclassified staff; develop and implement training for supervisors.
    c. Develop and implement effective performance support systems for classified staff and professional/administrative academic staff, including training for supervisors.
    d. Develop and implement a comprehensive new employee orientation program for classified staff and professional/administrative academic staff. Collaborate with the Provost and Vice Chancellor's Office on areas of common need.
    e. Serve as the liaison between the Human Resources and Equity & Affirmative Action Offices.

3. **Supervision and general administrative – 30%**
    a. Supervise and manage the activities of professional and paraprofessional staff engaged in recruitment and development activities for classified and unclassified staff. Train, coach, and mentor staff to ensure the attainment of skills and abilities.
    b. Determine performance objectives and monitor progress toward attainment of departmental goals and objectives.
    c. Manage the family medical leave, catastrophic leave, and tax sheltered annuity programs.
    d. Assist with implementing new initiatives within the Human Resources Office, e.g. document imaging, electronic signatures, moving the local personnel system to the Madison system.
    e. Recommend and assist in revising human resource policies and practices.
    f. Serve as the designee when the HR Director is absent.

4. **Organizational Consulting – 10%**
    a. Consult with administrators, units, and individual employees on organizational performance issues, diagnose problems, conduct assessments, evaluate options, and recommend strategies.
    b. Conduct research on employment trends, human resource planning strategies, etc. and recommend courses of action for future planning.
    c. Conduct research on organizational assessment, performance evaluation, and organizational communication and feedback methods and implement recommended strategies.

Required Knowledge, Skills, and Abilities: Candidates should present evidence of:

1. A Bachelor's degree
2. Extremely strong documented skills in the following areas: self-awareness and professional development; communication and personal effectiveness; customer orientation; collaboration and partnership; achievement orientation; leadership.
3. Knowledge of organizational behavior and organizational development, including leadership development and change management theory, and the ability to apply concepts.
4. Proven experience in developing, implementing, facilitating and evaluating successful training programs.
5. Basic understanding and application of principles, laws, and regulations related to equal employment opportunity and how those impact the recruitment and overall employment process.
6. Supervisory experience, including leading teams through change
7. Documented ability to research, identify, analyze and implement best practices.
8. PC skills and excellent knowledge of Microsoft Office software, internet, and on-line research tools.

Preferred Qualifications: Candidates should present evidence of:

1. An advanced degree
2. Experience with recruitment of classified and unclassified staff within higher education
3. Professional work experience within UW-System
4. Demonstrated leadership in change and transition management
5. Knowledge of adult education theory, instructional design, assessment and evaluation for workshops and training presentations, and the ability to apply concepts.