Name: 

Working Title: 

MPP Level: 

Dept. ID: 

Department: 

Job Code: 

Hiring Salary Range: $ -- $ 

POSITION SUMMARY 

ESSENTIAL FUNCTION 

Professional Behavior

- Fosters and promotes the Principles of Conduct for a Multi-Cultural University and User Friendly Principles.
- Promotes and ensures the application of human resources professional responsibilities and ethical standards.

Other Duties as Assigned

EMBODY THE SIX ROLES OF LEADER

- Structuring Work: Effectively manage and direct workflow, create clear position descriptions, clarify roles and expectations and delegate work.
- Managing Talent: Hire, coach, support employees.
- Inspiring Performance: Empower, appreciate, communicate constructive feedback.
- Building Teams: Build trust and collaborate.
- Using & Sharing Information: Open communication, transparency.
- Facilitating Change: Encourage others to seek opportunities for different innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.

EMBODY THE CORE COMPETENCIES

- Bias toward collaboration and teamwork.
- Effective oral, written and nonverbal communication skills.
- Customer/Client Focus with an emphasis in problem solving and resolution.
- Personal effectiveness and credibility as demonstrated by interpersonal and professional confidence.
- Diversity and Inclusion.

QUALIFICATIONS

Desired