



GENERAL SUMMARY

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 other 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