**Job Description Summary**

Independently coordinates and executes tasks in support of a program, event, service or department. Serves as point-of-contact to internal and external parties providing both information and assuring service delivery. Must foresee and rectify complications preemptively and in real time.
Human Resources supports the management of the University's human resources and develops and executes strategies and plans to promote a productive and inclusive workforce in accordance with university policy, practices, objective, and external regulations. Human Resources supports the wellbeing of employees and the University's strategic goals, culture, and leadership development to elevate the talent and skills of the organization. Human Resources functions may include talent acquisition and management, compensation and benefits, employee and labor relations, human resources records and services, equal opportunity and affirmative action, learning and organizational development.

**Job Description**

Assist with the design and delivery of Organizational Development and change management strategies, processes, and interventions to support University initiatives for talent management. Initiatives encompass workforce planning, employee engagement, learning and development, succession planning, individual development planning and career ladders.

Gather data describing organizational design (organizational structures, business, operating procedures, reporting relationships, and team interactions). Consult with managers on organizational, performance, and leadership matters to identify business issues, gaps, and desired results. Seek and use input from diverse sources to generate alternative approaches.

Partner with the HR team and University Communications and Marketing on communication and action planning to ensure effective program implementation and sustainability.  Develop and conduct needs assessments, focus groups, or employee interviews. Assist with proposals and presentations for key stakeholders. Gather and assist with analyzing pre- and post-intervention metrics to report on progress and gaps.

**Additional Job Information**

**Required Qualifications**: A relevant bachelor’s degree and a minimum of 2 years of experience in Human Resources, Organizational Development, or Organizational Learning. Ability to maintain a high degree of confidentiality, foster teamwork, develop and mentor others required. Must have strong communication skills including oral, written, and presentation. Proficient in the use of Word, Excel, PowerPoint, and learning management systems required. Strong data management skills required.

**Application Deadline:** Review of applicants will begin on September 11, 2023.

**Compensation:**  The compensation for this position is commensurate with experience and qualifications. The University of Akron offers a competitive total compensation package comprised of a competitive salary and comprehensive benefits for eligible employees including medical, dental, vision, short and long-term disability, life insurance and paid leave of absences including time off for illness, vacation, and maternity or paternity leave. In addition, eligible employees and their dependents are provided tuition remission.

All staff and eligible non-bargaining unit faculty have the option to request a Flexible Work Arrangement (FWA). The University of Akron participates in state retirement systems and offers alternative retirement options with competitive employer contributions. Options investment opportunities are available including deferred compensation programs (403(b) and 457(b)). Please visit our benefits home page for more information.

**Application Instructions:** To be considered for this position, please attach a cover letter and resume. Three professional references will be requested during the selection process. [**Apply Here**](https://uakron.wd1.myworkdayjobs.com/en-US/UACareers/details/Talent-Management-Specialist_JR100422)