

HR Associate

Position Summary

The HR Associate position is a vital role designed to provide best in class Talent Management (TM) services to support the University of Virginia. This Associate-level position is responsible for coordinating logistics for University-wide talent management initiatives, such as touchpoints on annual performance management cycle and large-scale rewards and recognition events (e.g. Service Awards) as well as learning management system activities and assisting with a variety of Workday and technical training/compliance initiatives. The position will help facilitate vendor and contractual requirements related to rewards & recognition, run performance reports, and track compliance, as requested. All HR Associates will flex and assist other HR Associates in Talent Management, as cyclical calendar needs and programmatic demands dictate, and will not have direct reports.

Responsibilities and Duties

- Provide administrative support and calendar management for Talent Management leadership
- Organize and track TM resources and equipment (e.g., laptops, cell phones, etc.); order supplies and handle basic financial processes
- Provide basic level support and reporting to Administrative users (e.g., create accounts, modify system preferences, customize settings); create and maintain user profiles, including security groups and access privileges
- Coordinate internal and off-site facilities (e.g., Pinn Hall, JPJ) for Talent Management functions
- Flexibility to assist other HR Associates in Talent Management, as cyclical calendar needs and programmatic demands dictate

Area Specific Responsibilities and Duties

Talent Planning:

- Run confidential reports, as needed for Talent Planning team
- Work with Talent Planning team to coordinate training materials for their respective initiatives
- Partner with Talent Management leaders to coordinate onboarding processes for their new team members

Workday:

- Work with HR Specialist, Workday/Health System Technical Training to coordinate training materials following each Workday tenant release
- Run learning reports and track compliance, as requested by L&D/Org Dev team
- Enroll employees in Workday training and other compliance tracking, to include clinical competencies, new hire and annual retraining modules, and running appropriate reports
- Assign and track eLearning requirements for new hires; manage “people groups” for learning campaigns and compliance tracking
- Provide input on the development of all LMS functions, including course uploads, testing, assignments, and provide support for internally produced, as well as 3rd party course content

LMS:

- Work with HR L&D Consultant team to coordinate training materials for their initiatives
- Run learning reports and track compliance, as requested by L&D/Org Dev team

- Assign and track eLearning requirements for new hires; manage “people groups” for learning campaigns and compliance tracking. Provide input on the development of all LMS functions, including course uploads, testing, assignments, and provide support for internally produced, as well as 3rd party course content
- Help to facilitate vendor and contractual requirements related to learning content

Functional Area Outcomes

- Differentiate and improve individual performance
- Support talent readiness and career mobility
- Recognize employee contributions to UVA
- Increase percentage of jobs with defined career paths
- Elevate access and understanding of workforce analytics to foster effective decision making

Knowledge, Skills, and Abilities

- Follow set policies and procedures; adhere to regulatory guidelines in daily work
- Independently research topics; manage files and records
- Demonstrate thoughtful and appropriate oral and written communication in daily interactions
- Follow directions and work effectively as part of a team; demonstrate respect for employees and confidential material
- Display knowledge of basic computer applications and various database and software programs
- Exemplify the University's educational mission, strategic aims, and programs

Required and Preferred Qualifications

Required Experience: 1 year of relevant experience

Required Education: Bachelor's degree

Preferred Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification