**AMP Upskilling and Learning Process Owner**

**Position Details**

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| **Job Summary** | **The University of Human Resources is seeking an AMP Upskilling and Learning Process Owner. This is a full-time (1.00 FTE), 12-month, professional faculty position. This position is anticipated to last approximately 24 months.**  The Administrative Modernization Program (AMP) Upskilling Lead and Learning Process Owner is responsible for establishing the learning program to promote continuous learning by offering training and development opportunities to expand the skills, knowledge, and competencies of current OSU employees whose work will be directly impacted and changed by AMP. Given AMP’s intent to redefine how the administrative work of HR, finance, and research administration are conducted across OSU, the Upskilling & Training Lead will initially focus on:  (1) defining the curricula and set of activities that will enable OSU employees to develop the skills and capabilities to serve as strategic partners for OSU leaders  (2) overseeing the training program so that individuals can be successful in the new ways of working. Upskilling will create opportunities for individuals whose roles become obsolete as work changes; training will ensure individuals can complete administrative tasks  This role reports directly to the CHRO and works closely with the AMP OCM team, functional leaders, AMP program leads, and across AMP workstreams to identify skill gaps, develop and implement a curricula of training programs, to ensure that identified cohorts of employees are equipped with the necessary skills to meet current and future business needs. This position will not only focus on skills assessment and development to support AMP implementation but also recognize how these efforts will inform the development of future long-term learning pathways for employees that will work in our new and transformed administrative and technical environment at OSU.  In addition to being the Lead on AMP Upskilling, this position will fulfill the role of Workday Learning Process Owner and will be responsible for overseeing the strategic aspects of Workday Learning. This role collaborates closely with the Learning Project Team Lead and AMP HR Program Lead to approve proposed design changes, support vendor relationships during integration design and testing, and participates in the design and planning of Workday Sustainment. The Process Owner also provides critical input into the optimization roadmap prioritization.  This position is funded by AMP with an anticipated duration of 2 years to support the AMP initiative at OSU to transform and fully digitalize all administrative processes at the university.  AMP will transform OSU into a fully digital university, rebuilding its entire administrative technology environment to facilitate efficient and modern transactions among staff, students, and faculty. This effort will modernize the university’s Enterprise Resource Planning (ERP) system (replacing Banner and additional applications), re-engineer core administrative HR, finance, planning and budgeting, post-award grant management, and student tools and processes, and deploy automated workflows in the cloud. This process will also include documenting and updating any new or existing policies associated with these processes. This light and lean cloud-based approach enables better institutional agility and adaptability, exceptionally user-friendly design for students, faculty, staff, and administration who interact with OSU. It also provides OSU the opportunity to lower the cost and time burden of administrative processes.  OSU’s approach will reimagine and redesign all HR, finance, research administration, and budget/planning processes with a human centric design framework based on full automation, alignment with industry best practices, and desired customer journeys. This approach will require significant organizational change management, community member engagement across and outside of the organization, and a strong commitment to equity, inclusivity, and accessibility to design solutions for a broad and diverse collection of customers and community members. We will not undertake this ambitious work alone – OSU will collaborate with industry partners specializing in higher education to deliver on our pioneering vision. We will document every step of our process to support and guide other Oregon institutions who may pursue similar transformative efforts. |
|  | an Employee Assistance Program. |
| **Key Responsibilities** | **50% Upskilling Lead**  **50% AMP Learning Process Owner** |
| **What You Will Need** | * Bachelor’s Degree * Proven experience in Learning & Development * Strong understanding of adult learning principles and instructional design. * Excellent project management and organizational skills. * Ability to analyze data and use it to drive decision-making. * Strong communication and interpersonal skills. * Experience with learning management systems and other training technologies.   This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per University Standard: 05-010 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. |
| **What We Would Like You to Have** | * Master’s degree * Experience in higher education. * Experience working with an organization through a major system implementation effort * Experience in Organizational Development, Human Resources or a related field |
| **Working Conditions / Work Schedule** |  |
| **Pay Method** | Salary |
| **Pay Period** | 1st through the last day of the month |
| **Pay Date** | Last working day of the month |
| **Recommended Full-Time Salary Range** | $120,000 - $139,000 |
| **Link to Position Description** | [**https://jobs.oregonstate.edu/position\_descriptions/164524**](https://jobs.oregonstate.edu/position_descriptions/164524) |

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