**AMP Upskilling and Learning Process Owner**

**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents:

1) A resume and

2) A cover letter indicating how your qualifications and experience have prepared you for this position.

You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.

For additional information please contact:

Amanda Bauer  
Amanda.bauer@oregonstate.edu

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

OSU will conduct a review of the National Sex Offender Public website prior to hire.   
  
Starting salary within the salary range will be commensurate with skills, education, and experience.   
  
OSU is a fair chance employer committed to inclusive hiring. We encourage applications from candidates who bring a wide range of lived experience including involvement with the justice system. This job has “critical or security-sensitive” responsibilities. If you are selected as a finalist, your initial job offer will be contingent upon the results of a job-related pre-employment check (such as a background check, motor vehicle history check, sexual misconduct reference check, etc.). Background check results do not automatically disqualify a candidate. Take a look at our [**Background Checks**](https://hr.oregonstate.edu/careers/background-checks) website including the [**for candidates**](https://hr.oregonstate.edu/careers/candidates) section for more details. If you have questions or concerns about the pre-employment check, please contact OSU’s Employee and Labor Relations team at [**employee.relations@oregonstate.edu**](mailto:employee.relations@oregonstate.edu).

**Position Details**

Position Information

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| **Department** | Univ Human Resources Central (XHR) |
| **Position Title** | Specialist 2-Strategic |
| **Job Title** | AMP Upskilling and Learning Process Owner |
| **Appointment Type** | Professional Faculty |
| **Job Location** | Corvallis |
| **Benefits Eligible** | Full-Time, benefits eligible |
| **Remote or Hybrid option?** | Yes |
| **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; and (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. |
| **Why OSU?** | **Working for Oregon State University is so much more than a job!**  Oregon State University is a dynamic community of dreamers, doers, problem-solvers and change-makers. We don’t wait for challenges to present themselves — we seek them out and take them on. We welcome students, faculty and staff from every background and perspective into a community where everyone feels seen and heard. We have deep-rooted mindfulness for the natural world and all who depend on it, and together, we apply knowledge, tools and skills to build a better future for all.  **FACTS:**  **•** Top 1.4% university in the world **•** More research funding than all public universities in Oregon combined **•** 1 of 3 land, sea, space and sun grant universities in the U.S. **•** 2 campuses, 11 colleges, 12 experiment stations, and Extension programs in all 36 counties **•** 7 [**cultural resource centers**](https://hr.oregonstate.edu/work-life/diversity-and-cultural-resources) that offer education, celebration and belonging for everyone **•** 100+ undergraduate degree programs, 80+ graduate degrees plus hundreds of minor options and certificates **•** 35k+ students including more than 2.3k international students and 10k students of color **•** 217k+ alumni worldwide **•** For more interesting facts about OSU visit: [**https://oregonstate.edu/about**](https://oregonstate.edu/about)  **Locations:**   Oregon State has a statewide presence with campuses in Corvallis and Bend, the OSU Portland Center and the Hatfield Marine Science Center on the Pacific Coast in Newport.  Oregon State’s beautiful, historic and state-of-the-art main campus is located in one of America’s best college towns. Corvallis is located close to the Pacific Ocean, the Cascade mountains and Oregon wine country. Nestled in the heart of the Willamette Valley, this beautiful city offers miles of mountain biking and hiking trails, a river perfect for boating or kayaking and an eclectic downtown featuring local cuisine, popular events and performances.  **Total Rewards Package:**  Oregon State University offers a [**comprehensive benefits package**](https://hr.oregonstate.edu/benefits/prospective-employee) with benefits eligible positions that is designed to meet the needs of employees and their families including: **•** Medical, Dental, Vision and Basic Life. OSU pays 95% of premiums for you and your eligible dependents. **•** Free confidential mental health and emotional support services, and counseling resources. **•** Retirement savings paid by the university. **•** A generous paid leave package, including holidays, vacation and sick leave.  **•** Tuition reduction benefits for you or your qualifying dependents at OSU or the additional six Oregon Public Universities. **•** Robust Work Life programs including Dual Career assistance resources, flexible work arrangements, a Family Resource Center, Affinity Groups and an Employee Assistance Program. **•** Optional lifestyle benefits such as pet, accident, and critical illness insurance, giving you peace of mind and the support you need to thrive in all aspects of your life.  Future and current OSU employees can use the [**Benefits Calculator**](https://hr.oregonstate.edu/benefits/new-employees/benefits-calculator) to learn more about the full value of the benefits provided at OSU. |
| **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) |

Posting Detail Information

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| **Posting Number** | P08840UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 03/17/2025 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 02/10/2025 |
| **Full Consideration Date** | 02/24/2025 |
| **Closing Date** | 02/26/2025 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A resume and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  For additional information please contact:  Amanda Bauer Amanda.bauer@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  OSU will conduct a review of the National Sex Offender Public website prior to hire.   Starting salary within the salary range will be commensurate with skills, education, and experience.   OSU is a fair chance employer committed to inclusive hiring. We encourage applications from candidates who bring a wide range of lived experience including involvement with the justice system. This job has “critical or security-sensitive” responsibilities. If you are selected as a finalist, your initial job offer will be contingent upon the results of a job-related pre-employment check (such as a background check, motor vehicle history check, sexual misconduct reference check, etc.). Background check results do not automatically disqualify a candidate. Take a look at our [**Background Checks**](https://hr.oregonstate.edu/careers/background-checks) website including the [**for candidates**](https://hr.oregonstate.edu/careers/candidates) section for more details. If you have questions or concerns about the pre-employment check, please contact OSU’s Employee and Labor Relations team at [**employee.relations@oregonstate.edu**](mailto:employee.relations@oregonstate.edu). |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. VETERANS ONLY: Must provide proof of Veteran Status (DO NOT upload any unrelated documentation - information uploaded to this field will be removed once reviewed)