



## **Position Opening Announcement**

**TITLE:** **DIRECTOR OF HUMAN RESOURCES**  
**REPORTS TO:** **Vice President for Fiscal Affairs**  
**POST DATE:** **July 23, 2010**

**DUTIES:**

The person in this position manages all Human Resources activities. Provides guidance to management and employees in various aspects of employee relations and insures that all company Human Resources Policies, Programs and Procedures are consistently and equitably administered.

**Responsibilities:**

Works closely with management to understand the business needs and to recommend and carry out Human Resources solutions in addressing organizational issues. Provides HR analyses to Management, keeps HR databases up-to-date.

The Director of Human Resources will also maintain a collaborative partnership with administrative and academic units across campus to assure that human resources functions are consistent and effective while ensuring compliance with employment laws and regulatory requirements within the current emerging employment practices guidelines.

Counsels management and employees in the various aspects of Human Resources Management including legal requirements, performance management, career development, conflict resolution and company policies and procedures.

Manages and participates in all aspects of the employment process in the placement of exempt and non-exempt open positions. Ensures that on-boarding process and new employee orientation are completed in a timely manner. Oversees the placement of third party/temporary employees to insure consistency with the institution's policy.

Facilitates and or leads company management learning and development programs including Managers Roles & Responsibilities, Supervisory Development, Inclusion, and related core programs.

Maintains all legally required records and documents.

Responsible for all payroll functions. Works with third party vendor to ensure accurate and timely processing of payroll. Maintains payroll database.

Performs Benefits Administration duties including participation in the annual strategic planning process, open enrollment coordination, claims resolution, change reporting etc.

Maintains all required Human Resources records and documentation.

**Education:**

Bachelor's Degree in Human Resources Management or related Business area a master's degree is preferred.

**Experience:**

Seven (7) plus years business experience in Human Resources as a generalist, three (3) years of which have been in a supervisory role. A proven track record in sound Employee Relations skills and practices is essential.

**Organizational Competencies:**

- Knowledgeable in all aspect of Human Resources Management
- Strategic business thinker, able to recommend employee relations/organizational solutions specific to the institution's needs
- Self-motivated with an ability to assess a situation and recommend appropriate action
- Results oriented with efficient use of resources
- Hard working, honest, down-to-earth team player
- Flexible and adaptive to organizational change
- Strong written and verbal communication skills
- Optimistic and positive approach to challenges
- Develops and conducts in-house training programs
- Hands-on working manager
- Analytical skills
- Initiates and leads programs for employee involvement and motivation