

JOB DESCRIPTION

POSITION TITLE: Director of Human Resources

REPORTS TO: Vice President for Finance and Facilities/CFO

POSITION SUMMARY: Provide guidance, assistance, and support to the Chief Financial Officer, the College President, the President's Council, and college community in administering human resources policies, programs, and practices, including planning, organizing, developing, implementing, coordinating, and directing.

ESSENTIAL FUNCTIONS:

- Provide integral contributions that are aligned with the College's mission concerning employee development, people strategy, and structures.
- Manage employment processes for staff, faculty, and students including hiring needs, recruitment, interviewing, on-boarding, disciplinary process, performance evaluations, and exits.
- Maintain knowledge of industry trends and employment legislation to support the College's compliance with such laws and regulations.
- Support the implementation and consistent use of human resource policies, processes, programs, and systems. Provide recommendations for revisions as necessary.
- Maintain an awareness of employee and personnel management issues. Recommend creative and practical solutions and serve as main contact for human relations inquiries and concerns.
- Model positive leadership practices by coaching and training, setting and monitoring goals and objectives, and providing regular feedback.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Serve as back-up or support to the Staff Accountant for completion of payroll processing for each pay cycle.
- Serve as back-up or support to the Staff Accountant and Senior Compliance Accountant for various processes within internal control best practices.

SUPERVISORY REQUIREMENTS:

Responsibilities include interviewing, hiring, and training employee(s); planning, assigning, and directing work; appraising performance; rewarding and disciplining employee(s); addressing complaints and resolving problems.

EDUCATION:

Essential: Bachelor's degree from an accredited 4-year college or university in Business Management/Administration with a concentration in Human Resources or related field, or equivalent experience

Desirable: Bachelor's degree in Human Resources

EXPERIENCE:

Essential: Minimum of two (2) years experience in the Human Resources field

Desirable: Higher education or non-profit industry experience and hands-on payroll processing experience

LICENSES/CERTIFICATIONS:

Desirable: Certification in Professional Human Resources

KNOWLEDGE, SKILLS, ABILITIES:

- Maintain a high level of confidentiality, ensure a high level of data and system integrity, and deliver top quality customer service.
- Possess excellent interpersonal skills, good judgment in exercising discretion, willingness to take on responsibilities and challenges, attention to detail, and effective project management.
- Understand, interpret and apply rules, regulations, policies, guidelines, procedures, and compliance, including pertinent human resource laws and applicable state and federal wage and hour laws.
- Knowledge of principles and procedures for recruitment, selection, training, compensation and benefits, and employee relations.
- Ability to objectively coach employees and management through complex, difficult, and emotional issues.
- Proficient knowledge in payroll accounting software, Microsoft Office applications, and electronic mail.
- Effective written and verbal communication skills.

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb stairs; balance; stoop, kneel, or crouch, talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually quiet to moderate.

While performing the duties of this position, the employee may be exposed to weather conditions prevalent at the time.

WORK SCHEDULE:

Normal work day is Monday through Friday 8:00AM to 5:00PM, including one hour allocated for lunch.

APPROVAL:**DATE:**