GORDON COLLEGE

Position Description

Title: Assistant Director of Human Resources

Function: Under the supervision of the Associate Vice President for Human Resources, manages the benefit administration functions of the Office of Human Resources, provides front line service to employees, and maintains the integrity of the HRIS.

Description of Duties and Tasks:

Essential Responsibilities:

Employment

1. Processes new employees. Ensures that required paperwork is completed upon hire and that information is disseminated appropriately to other departments within 24 hours. Participates in new employee orientation as needed.

2. Initiates and completes employee separation procedures, working closely with payroll.

3. Assists new employees with relocation procedures; acts as liaison with preferred carrier; approves moving expenses.

4. Oversees the immigration recording and compliance with timing of work authorizations.

Benefits

1. Administers the day to day responsibilities of all employee benefit programs including claims resolution, change reporting, communicating benefit information to employees, coordination of annual open enrollment; ensures that accurate reports and forms are filed in a timely manner and reconciles monthly billing.

2. Responds to faculty and staff inquiries regarding benefits.

3. Pursues contacts with insurance providers to resolve employee enrollment, claim or billing problems.

4. Acts as the compliance officer for all qualified plans, insuring all forms and documentation are completed in a timely and accurate fashion, such as
5500s, SRAs, SPDs and non-discrimination testing. Works with the payroll office to ensure that contribution levels remain within legal tolerances. Oversees annual fee disclosure requirement, state and federal reporting.

5. Primary facilitator of annual audit of retirement and Emeriti plans.

6. Communicates with COBRA administrator, providing timely notification of qualifying events and the coordination of coverage activity with the benefit provider.

7. Ensures ongoing compliance with the Affordable Care Act, and administration of the Section 125 Plan, enrollment, HIRD form completion, as well as coordinating the open enrollment process and annual reporting to the CMS. Filing of PCORI fee.

8. With the AVP, coordinates with brokers in reviewing rates and programs and in the compiling of census data for rate quotes.


10. Handles pre-retirement counseling.

11. Collects data for various reports and surveys as well as total compensation reports for employees.

12. Oversees tuition remission and GCTS Scholarship programs regarding completion of forms, certifying eligibility and documentation.

13. Have primary responsibility for college’s Unemployment Account – answering all questionnaires from the MA Department of Unemployment Assistance, checking billing, and putting in appeals when applicable.

**Employee Relations**

1. Responds to payroll, tax and benefits questions.

2. Responds to employee concerns.

**Professional Activity**

1. Stays current in HR law and practice through professional memberships, reading and research, and professional development.

2. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
Additional Responsibilities:

1. Assists the AVP for Human Resources by gathering data via phone, library, internet, or other research on topics such as new laws, best practices at other institutions, available services, etc.

2. Assists with preparation and maintenance of employee handbooks and other projects.

3. Updates the benefits section of the college website.

4. Oversees and troubleshoots benefits and time recording issues with HR software; handles various reports in HR systems.

5. Reconciles all benefit accounts for billing errors.

6. Prepares summer vacation liability report

7. Works with payroll to insure proper deductions and changes are made.

8. Maintains sick day accrual spreadsheet for part-time employees as per the Massachusetts Earned Sick Time Law.

Required Knowledge, Skills and Abilities:
In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.

2. A Bachelor’s degree and at least two years of generalist experience in a human resource operation, preferably in higher education, is required.

3. Exceptional interpersonal and employee relations skills including tact, mature judgment, and the gift of hospitality. Strong customer service orientation.

4. Strong working knowledge and practical application of regulatory compliance in the HR field, and benefit administration.

5. Ability to maintain the highest level of confidentiality; demonstrated flexibility, creativity, dependability, initiative, accuracy, and efficiency.
6. Strong computer skills including in-depth knowledge of word processing, data entry and manipulation, and spreadsheet applications. Must be proficient in composing/creating documents, forms, and correspondence. Must be experienced in using HRIS software and possess strong report-writing skills.

7. Event planning ability; strong organizational skills, attention to detail/follow-up, leadership capabilities.

8. Excellent verbal and written communication skills; ability to speak in public.

9. Detailed knowledge of College departments and their functions, of personnel procedures and policies, and College benefits.

10. Good working knowledge of the various labor laws on the federal and state level, such as FLSA, EEOC, FMLA, ERISA, ADEA, ADA, as well as DOL, MCAD, IRS and EMAC regulations.

11. Good working knowledge of payroll processing and tax withholding.

Position Code: HRS-ASTDR-1
Grade: 5
FLSA Status: Exempt