GORDON COLLEGE
Position Description

Title: Chief Human Resources Officer

Function: Under the direction of the Executive Vice President and Chief of Staff, serves as the Chief Human Resources Officer (CHRO) for the College. The CHRO is responsible for all HR strategies, compliance, programs, and services including full cycle of recruitment activities, on boarding, compensation, benefits, policy and procedure development, and employee relations. CHRO ensures alignment with organizational goals, objectives and values. Key focus areas for CHRO will include Title IX compliance, diversity recruitment, leadership development, organizational alignment, and business partnership.

Description of Duties and Tasks:

Essential Responsibilities:

HR Strategy and Department
1. Ensures HR strategy is aligned with Gordon College strategic goals, particularly around diversity recruitment, cross-functional alignment, and leadership development.
2. Collaborates with and engages senior leadership and stakeholders across the administration on the analysis, design and implementation of the target HR operations.
3. Oversees and manages HR Staff.
4. Develops and monitors an annual department budget.
5. Partners with CFO on College payroll budget, cost saving, and revenue generation plans.
6. Contributes to the overall College strategy and its execution by partnering with cabinet members to identify, prioritize, and build organizational capabilities.
7. Partners with cabinet and members of administration on cross-functional collaboration efforts on student internship, and workforce readiness, diversity recruitment efforts, workforce optimization, and other strategic efforts.
8. Works with cabinet and administration on cost-saving and efficient models of operation.
9. As part of an integrated campus data management system, manages the human resources information system, including position control system and payroll integration.
Employee Relations
1. Serves as advisor to the Staff Welfare Committee.
2. Seeks opportunity to build community among faculty and staff through informal contacts and formal events, including all-campus faculty/staff meetings, Service Awards Celebration, recognition, and Christmas Party.
3. Advances performance management program.
4. Advises and counsels cabinet, administration, and management on performance and workplace issues and patterns.
5. Provides guidance in mediation, intervention, advocacy, discipline, and training issues.
6. Conducts investigations when employee complaints or concerns are brought forth.
7. Reviews, guides, and approves management recommendations for employment terminations.
8. Designs and builds a full spectrum of training and professional development opportunities for staff, supervisors, and campus leaders.

Title IX
1. Serves as Title IX Coordinator.
2. Reviews College policies regarding sexual misconduct to ensure compliance with Title IX and the 2013 Amendments to the Violence Against Women Act and to maintain a respectful workplace and safe campus.
3. Advises the Title IX Team in procedures and resources under the policy to ensure that the College’s review, investigation and resolution of reports of sexual misconduct are consistent, timely, effective, and in accordance with the policy.
4. Maintains records of all Title IX reports, documenting the College’s response, and monitoring reports to identify and address any patterns or systemic problems that may contribute to a hostile environment.
5. Coordinates college-wide training, education, and prevention efforts regarding Title IX and prohibited conduct defined in the policy.
6. Provides leadership, consultation, and guidance to College administration regarding personnel/HR issues, trends, and changes in employment law.
7. Monitors College compliance with all employment-related laws, policies, and regulations; works with employment attorneys as necessary. Compiles mandated reporting.

Compensation and Benefits
1. Partners with CFO and key cabinet members to develop and administer the staff compensation program by designing and managing equitable wage and salary, and classification structures.
2. Ensures job descriptions are current; conducts job analysis to determine appropriate salary grades.
3. Recommends salary levels for promotions and new hires.
4. Conducts periodic examination of market and benchmark salary data, recommending competitive salary levels necessary to recruit and retain qualified staff.
5. Approves all salaries in conjunction with key cabinet members. Issues annual salary letters and new hire appointment letters to all staff members.

6. Oversees a comprehensive program of benefits for faculty and staff; monitors current benefits plans to meet employee needs; selects and works with a variety of benefits brokers to select the best and most cost effective benefit options.

**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 in Hunan Resources, Business Administration, or related field; JD or MBA preferred.

3. Ten plus years of progressively senior HR experience.

4. At least 3 years in HR Executive, Director, or CHRO roles in the higher education environment.

5. Excellent written and oral communication skills.

6. Experience with HCM/HRIS and Payroll systems.

7. Thorough knowledge of benefits administration, audit process, and compliance in all areas of HR administration.

8. Supervisory experience.

9. Ability to regularly exercise objectivity, confidentiality, discretion, and judgment.

10. Ability to create and maintain effective working relationships with administrators, faculty, staff, and colleagues. Ability to serve the public and colleagues with compassion and integrity.

Position Code:  HRS-DR-1
Grade:  8
FLSA Status:  Exempt