GORDON COLLEGE
Position Description

Title: Director of Human Resources

Function: Under the direction of the Vice President for Administration, serves as the chief human resources officer for the College. The Director of Human Resources supervises the Assistant Director of Human Resources, the Human Resources Operations Manager, and the Student Employment Coordinator. The Director is responsible for effectively planning, developing, implementing and administering all services associated with the human resources function, including employment, position classification and compensation, training and development, employee relations, and benefits administration, to promote the welfare of employees (including student employees) and support the programs of the College. The Director ensures that the College complies with employment related laws, policies and regulations.

Description of Duties and Tasks:

Essential Responsibilities:

1. Researches, recommends, implements, administers, maintains and interprets a wide range of human resource policies, practices and procedures to improve institutional operations and effectiveness. Provides leadership, consultation and guidance to College administration regarding personnel/HR issues, trends and changes in employment laws. Advises employees in the interpretation and equitable application of policies. Writes and updates Staff Handbook.

2. Develops and administers the staff compensation program by designing and managing equitable salary and classification structures, creating and maintaining accurate job descriptions, conducting job evaluations, recommending salary levels for promotions and new hires. Conducts periodic examination of market and benchmark salary data, recommending competitive salary levels necessary to attract and retain qualified staff. Approves all salaries. Issues annual salary letters to all staff members.

3. Oversees a comprehensive program of benefits for faculty and staff; monitors effectiveness of current benefits plans to meet employee needs. Prepares and distributes written and verbal information to inform employees of existence and value of benefits programs; counsels employees as to benefit options. Keeps abreast of emerging issues in benefit administration and compliance regulation.
4. Manages the employment process. Develops and oversees staff recruitment programs to recruit and retain highly qualified staff; provides guidance to hiring managers in the selection process. Develops and implements hiring policies and procedures that will assure the best results in the hiring process. Issues formal appointment letters to new employees.

5. As part of an integrated campus data management system, oversees the management of the human resources information system, and the accuracy of employee data; forms internal procedures to expedite recordkeeping and comply with federal and state regulations; prepares and files appropriate federal, state and in-house reports.

6. Manages USCIS immigration status and application process.

7. Designs, implements, and manages a Performance Management Process for all staff. Develops training and communication plans; monitors completion; analyzes results.

8. Manages the staff development process by providing orientation for new faculty and staff, training and development opportunities, and coordinating staff communication and recognition efforts. Administers the Staff Development program.

9. Designs and manages position control system, coordinating campus technology access and security with Information Services Group.

10. Manages employee relations by advising and counseling supervisors and employees on performance and workplace issues; provides guidance in mediation, intervention, advocacy, discipline and training issues.

11. Seeks opportunity to build community among faculty and staff through informal contacts and formal events, including all-campus faculty/staff meetings, Service Awards recognition, and other events.

12. Develops goals and objectives, policies and procedures for the human resource function; maintains budgetary responsibility for department. Hires and supervises the assistant director of human resources, human resources operations manager, and the student employment coordinator.

Additional Responsibilities:

1. Works closely with outside counsel as appropriate.

2. Stays current, through reading, attendance at conferences, and membership in professional organizations, on state and federal regulations and best practices in the human resources field.
3. Serves campus committees as appropriate.

**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. Must be deeply committed to the people in the Gordon Community by clearly living out being a Christ follower. This would include regularly praying for and supporting each other, putting others before yourself, being quick to forgive and to ask for forgiveness and holding each other accountable. The scriptures of our Lord must be held central and this along with the College’s Statement of Faith and the Life and Conduct statement, should inform everything you do.

3. Proven commitment to a work approach that encompasses inclusiveness and diversity.

4. An advanced degree in human resource management or related field and five to eight years of progressively responsible human resources work in higher education preferred.

5. Possess sound understanding of current theory and practice in the field of human resource management, especially as they relate to the higher education environment. Knowledge of federal, state and local legislative, regulatory and judicial requirements pertaining to benefits administration, wage and hour, non-discrimination, recordkeeping and reporting requirements.

6. Knowledge of the principles, and skill in the practices and procedures of supervision, organization and administration

7. Ability to express ideas, facts and recommendations effectively in oral and written form.

8. Strong organizational, interpersonal, and analytical skills.

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

11. Ability to use current spreadsheet, word processing and presentation software to the level appropriate to produce reports, documents, executive summaries, training sessions, budget analysis, etc. Competency and accuracy in the use of the HRIS software and campus ERP software.

12. Detailed knowledge of College personnel policies and procedures, and of all staff positions, their function and requirements.

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