**Director of Human Resources**

Rivier University invites applications for the position of Director of Human Resources. Reporting to the Vice President for Finance and Administration, the Director of Human Resources provides strategic leadership and direction for the University’s comprehensive human resources functional areas including compensation and benefits administration, position control and budgeting, recruitment and employment services, training and development, employee relations, compliance, payroll services, and human resource information systems (HRIS). The Director of Human Resources is responsible for development and implementation of new policies, services, and programs to meet the needs of the campus community. The Office will reflect the overall mission of the University of “Transforming Hearts and Minds to Serve the World.”

**Responsibilities**

Leadership, Planning and Coordination

* Provides strategic direction and oversight to the University's wage and salary programs; ensures regulatory compliance and market-based salary levels necessary to attract and retain appropriately qualified employees.
* Demonstrates and reinforces the University’s commitment to diversity, equity, inclusion and access in staffing and recruitment.
* Provides direction and oversight in the development and implementation of employee relations and programs designed to foster a positive and productive work environment.
* Develops and oversees the institutional performance management system and assists in the identification and implementation of performance remediation plans, as necessary.
* Evaluates University procedures to streamline and/or automate processes, improve services, reduce paper-flow, and advance human resources data management; implements changes as required.
* Ensures open communications with all employees. Leads the employee recognition activities and manages the annual years of service recognition program for the University.
* Develops and manages salary and benefit budgets for the University and performs periodic cost and productivity analyses.
* Works with the Marketing Office to ensure that the University’s website for Human Resources, particularly for recruitment, is updated to provide maximum information and convenience to current and future employees.
* Maximizes service contracts and technology support from both internal and external sources.
* Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures. Monitors and evaluates programmatic and operational effectiveness, and effects change required for improvement.
* Stay abreast of labor law issues, interpret, and review all regulations and policies related to human resources activities and advise on improvement and revisions.
* Develop and manage annual department budget.
* Maintain staff handbook.

Operations and Communications

* Directs and oversees the management of the Human Resources Services function, ensuring that all services to University departments are effective, cohesive, consistent with the needs and objectives of the University as a whole.
* Uses multiple communication media channels to recruit a diverse workforce.
* Directs on-boarding, training and organizational development programs through vice presidents, directors and departmental managers that address personal, professional, and organizational needs of the University, its employees, and departments.
* Directs the administration of insurance, retirement, and other benefits programs. Evaluates and develops recommendations for improvements to employer-sponsored benefit programs.
* Participates in coaching, disciplining, and termination of employees.
* Maintain all job descriptions.
* Direct timelines and procedures for job and performance evaluations.

Audit and Compliance Functions

* Serves as the Title IX representative responsible for providing written summaries and recommendations based on investigative findings. Acts as an institutional investigator regarding complaints and violations of institutional policies/procedures. Maintains compliance with federal and state regulations.
* Handles the State Unemployment process and files appeals as appropriate. Responsible for the workers’ compensation program; completing the required federal postings, setting up related medical exams for worker compensation cases, work on identifying proactive safety improvement policies that may help to reduce lost hours and injury liability.
* Ensure that the University is compliant with: Equal Employment Opportunity, Americans with Disabilities Act, Family and Medical Leave Act and other federal and state labor regulations.
* Ensures all Federal and State laws, rules and regulations, and standards are met, and that the University's equal opportunity and diversity goals are met.
* Lead administrator in preparing for the annual workers’ compensation payroll audit, benefit plan audit, and non-discrimination testing. Responsible for completing the annual federal IPEDS report as required by the DOE and EEOC.
* Responsible for the accuracy, security, and integrity of data within the area.
* Creates and maintains a secure office environment to protect all information resources.

**Minimum Qualifications**

* Bachelor’s degree required with five (5) years of leadership experience in human resource management representing a career track with increasing responsibilities. Master’s degree preferred.
* Excellent written, oral, and organizational skills with the ability to analyze data and situations and recommend approaches and consequences. Must be able to handle multiple priorities appropriately.
* Demonstrated experience in the application of technology to manage, inform, recruit, and deliver HR services. Experience should include human resource information systems, third party managed payroll services, on-line open enrollment, and benefit management services. Experience in the application of Microsoft office including Word, Excel, and PowerPoint essential.
* Skills in budget preparation and fiscal management.
* Experience in the design, implementation, and evaluation of performance management and talent acquisition initiatives. Familiarity with “Gallup at Work” a plus.
* Knowledge of federal and state employment laws and regulations and employment policies and procedures. Skilled in developing and implementing salary administration plans and programs.
* Proficiency with Microsoft Office including Word and Excel, HRIS and third-party payroll systems.

To apply, applicants should upload a detailed letter of application, curriculum vitae, and contact information for 3 professional references at [Jobs@rivier.edu](mailto:Jobs@rivier.edu). Materials will be reviewed upon receipt. All applications and nominations will be considered highly confidential.

Rivier University does not discriminate on the basis of race, color, national origin, religion, age, veteran or marital status, sex sexual orientation, gender identity, or disability in admission or access to, treatment in, or employment in its programs and activities, and Title IX requires that the University not discriminate on the bases stated above.