



Office of Human Resources

Human Resource Manager

DEPARTMENT: Business Services

REPORTS TO: Senior Vice President for Business Services

FUNCTION: The Human Resource Manager is responsible for the development, coordination, implementation and administering of personnel policies, procedures and programs which address: employment process, employee benefits, compensation, affirmative action, state and federal labor regulations, employee relations, and record management.

MAJOR DUTIES/RESPONSIBILITIES:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances, or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics, and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

MINIMUM EDUCATION REQUIRED:

- A master's degree from an accredited institution preferred
- A bachelor's degree from an accredited institution is required

MINIMUM QUALIFICATIONS/SKILLS:

- Must possess a high level of the following work skills and behaviors: teamwork/cooperation, initiative, customer service, and commitment to continuous professional growth in skills and knowledge.
- Demonstrate excellent organizational and communication skills
- Strong interpersonal skills
- Ability to work as a team member
- Proven working experience as HR Manager or other HR Executive
- People oriented and results driven
- Demonstrable experience with Human Resources metrics
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law and HR best practices
- Degree in Human Resources or related field



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- Assists with the preparation and implementation of the recognition and commencement ceremony for graduates.
- Manages assignments of campus facilities for classes and prepares reports on space utilization as requested.
- Leads the staff within the Student Records and Registration office by providing appropriate training, guidance, supervision, and evaluations.
- Ensures compliance related to certification of veteran's benefits.
- Develops and maintains an operations and procedures manual for the department.
- Creates, maintains department manuals.
- Performs special projects as assigned.

MINIMUM EDUCATION REQUIRED:

- A master's degree from an accredited institution preferred
- A bachelor's degree from an accredited institution is required

MINIMUM QUALIFICATIONS/SKILLS:

- Advanced skills in MS Office: Word, Access, Excel, PowerPoint.
- Experience with set-up and maintenance of student information systems.
- Must possess a high level of the following work skills and behaviors: teamwork/cooperation, initiative, customer service, and commitment to continuous professional growth in skills and knowledge.
- Demonstrate excellent organizational and communication skills
- Strong interpersonal skills with students
- Ability to work as a team member and supervise others
- A minimum of three-year experience in higher education