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**DIRECTOR OF HUMAN RESOURCES**

**FINANCE AND BUSINESS ADMINISTRATION**

**REPORT TO:** Vice President, Finance and Administration

**E CLASS:** FT 12 Month

**FLSA:** Exempt

**PURPOSE:**

The Office of Finance and Administration invites applications for the Director of Human Resources position. This position oversees the day-to-day operations of the Human Resources Office providing expert, personalized, timely, and efficient service to administration faculty and staff. The ideal candidate will have excellent judgment, be collaborative and empathetic, be passionate about the employee experience, and thrive in an active and fast-paced environment.

**REQUIRED QUALIFICATIONS:**

* Masters degree in human resources, management, general business or related field or other combination of education and experience; 5-7 years of progressively responsible experience in Human Resources administration;
* Demonstrate knowledge of, or the ability to learn, computer software and systems relevant to business operations including *Ellucian Colleague*
* Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), required
* Experience and/or training in working effectively in a racially and/or culturally diverse workplace
* Knowledge of general principles of human resources administration as well as local, state, and federal government regulations/laws related to human resources
* Three letters of recommendation
* Unofficial college transcripts (for both undergraduate and graduate coursework). (NOTE: Official transcript(s) required upon employment.)
* Knowledge of federal and state employment law and regulatory compliance; excellent critical thinking, analytical, written, and oral communications skills;
* Must be outgoing and people-oriented with a high level of integrity;
* Excellent interpersonal skills with the ability to maintain professional and confidentiality, required;

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

* Develop and implement a comprehensive strategic human resources plan and support human resource systems
* Answer questions, give guidance, resolve problems and otherwise assist prospective, current and former employees regarding matters related to employment and related benefits
* Develop and maintain appropriate records for all personnel in such a manner that data may be extracted in an efficient and timely fashion to support all personnel functions
* Facilitate and maintain official records for all grievance and complaint processes in accordance with policy, procedure and guidelines
* Coordinate and support the recruitment of personnel to include assistance with job description preparation, advertisement of job openings, receiving and processing applications, assisting in the review/interview process, and assisting in the reference check when necessary
* Conduct background checks
* Maintain files of all job descriptions
* Oversee the maintenance of the current applicant pool
* Monitor employment actions for compliance with federal and state requirements and various college policies related to personnel
* Develop and implement a program for new employee orientation
* Maintain, update, and distribute employee handbook
* Coordinate periodic information sessions on employment and benefit-related matters
* Assist in workforce planning and long-range personnel strategic planning
* Participate in the development, review, and modification of policies, procedures, and guidelines related to human resources, employee benefits, and other related matters
* Advise supervisors/department heads with respect to practical, ethical, and legal issues associated with employee counseling and disciplinary actions including termination
* Assist former employees with all post-employment procedures, including advising employees on their rights and any benefits they are entitled to
* Prepare, oversee, and monitor workers’ compensation claims, reports, inquiries, etc
* Administer benefits program
* Maintain current knowledge of rules, regulations, and laws pertaining to employment, payroll, insurance, TIAA, Workers’ Compensation, and other personnel matters
* Willingness to develop knowledge of Miles College’s mission, strategic plan, purpose, and goals and the role of the Director of Human Resources in achieving them
* Respond to related inquiries and prepare required reports
* Maintain time & attendance, leave of absence, and time card records
* Prepare information for audit purposes
* Aggressively seek and implement technological or other advances that serve to streamline processes and improve efficiency
* Maintain neat, efficient, up-to-date filing system and records
* Attend professional meetings to keep current with areas of responsibility
* Assist in training employees, student workers, etc
* Serve on various committees as requested
* Participate in community service activities and programs
* Accept other duties as assigned
* Tasks such as typing and working at a computer keyboard involve extensive wrist and hand movements

**WORK ENVIRONMENT:**

The work environment includes exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or lifting and carrying small objects.

**TRAVEL:**

Travel may be required.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law.  Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, [titleix@miles.edu](mailto:titleix@miles.edu). For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](https://www.miles.edu/title-ix).