POSITION: Director of Human Resources and Campus Culture

REPORTS TO: Director

CLASSIFICATION: Exempt

PURPOSE OF THE POSITION:
● To manage and perform all Human Resources programs/functions including but not limited to recruitment, onboarding, employee relations, payroll and benefits management, performance evaluations, and compliance.
● To develop and cultivate a culture that fits the school's needs and fosters a positive work environment across campus.

RESPONSIBILITIES AND PERFORMANCE STANDARD:
Duties include, but are not limited to:

Human Resources:
● Manage the employee recruitment process including ad placement, committee training, correspondence with applicants, facilitating interviews, and presenting employment offers.
● Guide the onboarding processes for all new employees including new hire orientation, identification verification, background checks, and verification of onboarding status in Workday.
● Process semi-monthly payrolls, benefits reconciliation, reporting and remittance.
● Process tax administration to include semi-monthly, monthly, quarterly and annual remittance and reporting.
● Serve as campus representative for benefits to assist employees with claims resolution, work with UA System and Workday officials on updates, and communicate changes to campus.
● Maintain and secure personnel records in accordance with HIPPA and state and federal guidelines.
● Manage the performance evaluation and Faculty Advancement Plan process; provide training as needed to employees and managers and revise as needed.
● Conduct conflict resolution, employee mediation, and grievance procedures; serve as Title IX coordinator for employee complaints.
● Staying abreast of state and federal labor laws and changes to ensure the organization is legally compliant.
● Manage departmental budget; analyze data to ensure ROI and allocation of funds are appropriate.
● Assist the ASMSA Director in research, analysis, strategic planning, and campus
communications..

- Work with campus leaders to carry out organizational initiatives, improve departmental functions and teamwork, as well as provide coaching in leadership best practices.

Campus Culture:

- Foster a positive and productive workplace environment within the organization.
- Develop, recommend, and implement organizational policies and procedures including updates to the Employee Handbook.
- Organize professional development and employee engagement events for the campus community; work with department leaders on area specific training needs; coordinate campus wide training programs.
- Manage the Employee Wellness Program; identify campus needs and organize wellness offerings.
- Organize an annual Employee Recognition and Wellness event.
- Manage and maintain the employee recognition and tuition reimbursement programs.
- Identify and work to resolve conflicts and areas of improvement across all departments of the organization.
- Encourage and maintain cross-unit coordination and collaboration.
- Assist the ASMSA Director in research, analysis, strategic planning, and campus communications.
- Work with campus leaders to carry out organizational initiatives, improve departmental functions and teamwork, as well as provide coaching in leadership best practices.

POSITION QUALIFICATIONS:

- A Master’s degree and five years of human resources experience is required. Equivalent education/experience may be considered.
- Strong interpersonal and communication skills with the ability to connect with others, build and maintain professional and collaborative work relationships within the campus community, with the University of Arkansas System benefits staff, Workday Support Services HCM team, and other external stakeholders.
- Possess professional standards to ensure sound judgment in decision making, confidentiality, and cultural awareness.
- Advanced knowledge of the use of computers, to include Microsoft and Google products, and the ability to learn new software.
- Organizational and time management skills to coordinate multiple projects, tasks and deadlines on a regular basis.
- Ability to analyze data and information, apply critical thinking, and problem solving strategies to ensure fair and consistent actions by making informed decisions.
- Experience in higher education, state organizations, Workday HCM, and SHRM-CP or SHRM-SCP is preferred.