

Job Description

Position Title	Director of Human Resources		
Business Unit	Financial Administration	Status:	Full-Time Exempt (Salaried)
Reporting to	VP for Financial Administration	Salary Range:	To be determined

Background	<p><u>University Overview</u></p> <p>Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service.</p> <p><u>University Vision</u></p> <p>Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service</p> <p><u>University Mission</u></p> <p>The University’s Mission statement is “Inspiring knowledge, faith, and service through Christ-centered education.”</p>
Position	<p>The primary function of the Director of Human Resources is to coordinate HR policies and programs with emphasis on the benefits and compensation areas, insuring that the organization is in full compliance with applicable laws and regulations. In addition, the position works closely with the Vice President for Financial Administration in developing, implementing and evaluating ongoing HR policies, programs, functions and activities. The position also manages and participates in the University’s Title IX program.</p>

Responsibilities

- Proactively plan and collaborate with the Business Office on the successful processing and maintenance of payroll. Direct and supervise all activities relating to the administration and maintenance of payroll and employee benefits programs.
- Develop, implement and control programs in a manner that ensures cost effectiveness, market competitiveness and internal equity among employees.
- Administer benefit programs, including conducting analyses and serving as primary contact with providers including group health and life, workers' compensation, unemployment and retirement plans.
- Manage the daily administration of other HR services as directed or assigned, including recruitment and selection, promotions, transfers, contract administration, affirmative action/EEO compliance, job classification, performance evaluation, and employee relations in accordance with quality management principles and overall objectives of the organization.
- Develop, prepare, generate and analyze ongoing and ad-hoc special reports pertaining to employee personnel information and data, including issues such as benefits costs, staffing levels/deployment, turnover, absenteeism, recruitment, applicant tracking, affirmative action/EEO, compensation, promotions, etc. Effectively utilize the data processing system to obtain, store and analyze pertinent data and information.
- Maintain and expand knowledge and understanding and processing of existing and proposed federal and state laws/regulations affecting human resource management. Interpret appropriate laws and policies and advise management, employees and retirees accordingly.
- Manage and maintain service records, both manual and electronic. This includes the annual updating of service and closing of the year.
- Manage and maintain the annual North American Division electronic yearbook data.
- Provide support to all Vice Presidents equally as needed as they work toward the achievement of their goals and objectives.
- Manage and administer the University's onboarding process for faculty, staff, and student work force.
- Manage the University's relocation program and coordinate with the Texas Conference Department of Transportation when needed.
- Maintain the University's Faculty and Staff Handbook and participate in associated committee.
- Manage and participate in the University's Title IX program by providing support to the Title IX and Compliance Officer and by participating as an investigator when needed.
- Performs other related duties as assigned.

Staff Supervision

- HR Generalist

Requirements	<p><u>Minimum</u></p> <ul style="list-style-type: none"> ▪ Must have a strong commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere. ▪ Bachelor’s degree in Human Resources or related field, or equivalent HR experience. ▪ Three to five years’ Human Resources experience. <p><u>Other Requirements</u></p> <ul style="list-style-type: none"> ▪ Excellent verbal and written communication skills. ▪ Excellent interpersonal and negotiation skills. ▪ Excellent organizational skills and attention to detail. ▪ Excellent time management skills with a proven ability to meet deadlines. ▪ Strong analytical and problem-solving skills. ▪ Strong supervisory and leadership skills. ▪ Ability to adapt to the needs of the organization and employees. ▪ Ability to prioritize tasks and to delegate them when appropriate. ▪ Thorough knowledge of employment-related laws and regulations. ▪ Proficient with Microsoft Office Suite or related software. <p><u>Preferred</u></p> <ul style="list-style-type: none"> ▪ Prior experience in an academic environment. ▪ Prior experience managing Human Resources within the church environment.
---------------------	---

This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

Southwestern Adventist University complies with applicable state and local laws governing non-discrimination in employment. This applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.