



HUMAN RESOURCES

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ASSOCIATE DIRECTOR, HUMAN RESOURCES

POSITION REFERENCE NUMBER: 10684-99

GENERAL FUNCTION

The Associate Director, Human Resources is responsible for employee relations matters including employee disputes, management of Human Resource policies, and Human Resource compliance with applicable laws and regulations. Additionally, this position supports compensation and benefits administration, and may support the Vice President, Human Resources with organizational development and university-wide succession plans. As an engaged member of the university community, the Associate Director may serve on university-wide committees.

RESPONSIBILITIES

1. Leads resolution of employee/management conflicts and resulting disciplinary action processes for represented and unrepresented employee populations. Provides advice, counsel, and guidance to university management with respect to employee conflicts.
2. Coaches' university management on employee relations issues. Provides or recommends training as appropriate.
3. Represents Human Resources as a member of collective bargaining negotiating teams, bringing expert knowledge of current contracts, Human Resources policies, and Human Resources data available to support decision-making.
4. Manages Human Resources compliance requirements for all federal, state, and local regulations; the data collection, preparation and submission of required federal and state reports relating to employment; and internal Human Resources reviews of compliance.
5. Leads the development and maintenance of Human Resource policies for the university. Ensures that policies are communicated regularly, appropriate acknowledgements are obtained, collective bargaining processes are followed, and policies are enforced.
6. Engages in compensation policy and administration. Liaises with senior university personnel in administering the university's compensation system.
7. Supports the Vice President, Human Resources, with university-wide succession plans. Liaises with senior university personnel in developing succession plans.
8. Other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree is required. Preferred degrees include business administration, human resources, and organizational leadership.
2. Master's degree is preferred.
3. A minimum of five (5) years of progressive experience in labor and employee relations including managing collective bargaining agreements and dispute resolution with organized and non-organized employees.
4. Experience with compensation administration.



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5. Experience with managing budgets, projecting program costs, and identifying cost savings preferred.
6. SHRM certification(s) are preferred.
7. Experience working in a higher education environment is preferred.
8. Strong leadership and management skills, with a track record of leading organizational change.
9. Demonstrated ability to develop new programs and processes from the ground up.
10. Ability to think creatively to develop new, innovative programs.
11. Excellent relationship building and consultative skills with the ability to partner with, influence and negotiate with internal customers.
12. Excellent oral and written communication skills. Ability to interact with all levels of employees and management within the organization.
13. Independent judgement with a high degree of discretion, confidentiality and integrity.
14. Attention to detail and accuracy, and ability to prioritize and juggle multiple tasks in a high-pressured and fast-paced environment.
15. Ability to problem solve and function independently.

OTHER INFORMATION

Exemption Status: **Exempt**

Post Date: **May 30, 2017**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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