WESTMONT COLLEGE

Associate Director of Human Resources
Office of Human Resources

Position Summary: Assists in leading a comprehensive Human Resource Office and effective programs that support the mission of the college, including staff recruitment, employee relations, salary administration, benefits management, policy development and interpretation, HRIS administration, training and organization development while modeling the college’s culture of care, respect and commitment to service.

Qualifications: Requirements include: personal support for and agreement with the College’s Christian mission; Bachelor’s degree and a minimum of 5 years professional experience in Human Resources, several of which at a supervisory level - experience in higher education highly desired. Background should include in-depth knowledge in several of the following key areas: recruitment and selection, employment and retention, benefit administration, employee relations, compensation, statutory benefits, employment law, HRIS and change management. Other requirements include: solution oriented; ability to communicate effectively verbally, in writing and in front of groups, and successfully collaborate with a variety of constituencies; developed interpersonal skills including demonstrated listening and conflict resolution skills; ability to exercise significant independent judgment and discretion; ability to analyze complex data, prepare reports and represent ideas concisely, both orally and in writing; ability to establish and maintain effective collegial working relationships with all levels of faculty, staff, internal and external customers; ability to effectively plan and organize some of the day-to-day operations of the department. Also requires strong analytical and problem solving skills, demonstrated proficiency in utilizing technology including MS Office Suite, HRIS, and database applications.

Responsibilities:
1. Assists in the design, interpretation and implementation of HR policy and programs to meet the mission and goals of the college and the HR Office.
2. Coaches and counsels managers and employees, assisting them in dealing with and resolving conflict in positive ways. Provides discerning advice on all HR matters.
3. Seeks creative and innovative approaches to recruiting a highly qualified and committed staff workforce. Coordinates the staff hiring process. Ensures that the institutional commitment to a diverse community is incorporated into recruitment plans. Ensures that pre-employment screening and testing meets legal requirements. Provides counsel on employment matters. Reviews and improves the applicant flow process.
4. Assists in management of all benefits including communication and problem solving. Programs include: Health, Dental, Life, LTD, Flexible Spending Account, EAP, Travel insurance, Volunteer coverage and Workers’ Compensation. Administers leave programs.
5. Hires, trains and supervises the Employment and Benefits Coordinator.
6. Coordinates staff compensation structure updates; evaluates positions relative to the program, analyzes compensation and provides recommendations ensuring internal equity and integrity with the pay structure.
7. Assists in creating and managing the performance management system. Coaches supervisors on communicating performance expectations. Implements creative retention and recognition programs such as Special Recognition awards, Staff referral awards, etc.

8. Coordinates worker’s compensation benefits including managing claims; recommends changes in providers and strategy. Partners with supervisors on managing claims issues such as leaves of absence and return to work.

9. Creates reports and analyzes data. Completes a variety of surveys including CCCU, CUPA, AICCU and SBHRA, etc.


11. Identifies, evaluates and conducts various training programs. Oversees staff orientation.

12. Interprets and applies employment related laws, status and regulations. Provides consultative services to others in this area.

13. Develops collegial, effective and professional working relationships with administrators, faculty and staff. Fosters a culture of professionalism and service orientation.

14. Researches, proposes, and implements policies and programs related to best practices.

15. Advocates for fair treatment of all employees, modeling respect for and treating others with dignity.

16. Assists with the management of the HRIS system, including data needs, process flow, and efficient data capture, processing and reporting.

17. Performs with the highest level of integrity, confidentiality, and professionalism.

18. Manages the HR office in the director’s absence.

19. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

20. Performs other duties as needed.

**Reports to:** Director of Human Resources