

WESTMONT COLLEGE

Associate Director of Human Resources

Office of Human Resources

Position Summary: Assists in leading a comprehensive Human Resource Office and programs that support the mission of the college, including: talent acquisition, employee relations, compensation and benefits, policy development and interpretation, training and organization development while modeling the college's culture of care, respect and commitment to service.

Qualifications: Requirements includes: personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; Bachelor's degree and a minimum of 5 years professional HR experience, several at a supervisory level; experience in higher education highly desired. Background should include in-depth knowledge in recruitment and selection, employment and retention, benefit administration, employee relations, compensation, labor law and change management. Other requirements include: solution oriented; ability to communicate effectively verbally, in writing and in front of groups, to 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 and represent ideas concisely, both orally and in writing; ability to establish and maintain 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. Must be resilient, able to understand issues from multiple perspectives, be comfortable making decisions in difficult and complex situations, compassionate, and able to face challenges with grace and a sense of humor. Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, interruptions, delays or unexpected events.

Responsibilities:

1. Identifies, develops, articulates and administers appropriate HR policies, procedures and practices in accordance with the evolving needs of the institution and current law. Oversee the ongoing maintenance of the employee online employee handbook.
2. Coaches and counsels managers and employees. Assists employees with resolving conflict in positive ways. Provides discerning advice on HR matters.
3. Oversees benefits administration. Programs include: Health, Dental, Life, LTD, Flexible Spending Account, EAP, Travel insurance, Voluntary coverage and Workers' Compensation. Recruits, manages, develops and empowers benefits staff to achieve expected results.
4. In conjunction with CHRO coordinates staff compensation program: evaluates positions, analyzes compensation and provides recommendations ensuring internal equity and integrity with the pay structure.
5. Coaches supervisors on communicating performance expectations. Implements creative retention and recognition programs.
6. Creates reports and analyzes data to enable informed decisions.
7. Participates in developing HRO goals and objectives. Assists in evaluating decisions and results in relation to HRO and institutional goals. Recommends new approaches to impact the effectiveness and quality of services.

8. Researches, proposes, and implements policies and programs related to best practices.
9. Identifies, evaluates need for and conducts training.
10. Interprets and applies labor laws, and regulations. Ensure compliance with same.
11. Develops collegial, effective and professional working relationships with administrators, faculty and staff. Fosters a culture of professionalism and service orientation.
12. Advocates for fair treatment of all employees, modeling respect for and treating others with dignity.
13. Assists with the oversight of the HRIS system, including data needs, process flow, and efficient data capture, processing and reporting.
14. Performs with the highest level of integrity, confidentiality, and professionalism.
15. Manages the Office of Human Resources in the director's absence.
16. 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.
17. Performs other duties as assigned.

Reports to: Director of Human Resources

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