



WESTMONT

Associate Director of Human Resources – Full-time, 12 months

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 and engagement, employee relations, compensation, 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. Experience in higher education required, Master's and SHRM/HRCI certification preferred. Required experience includes in-depth knowledge in talent acquisition and retention, employee relations, compensation, labor law and change management. Other requirements include: solution orientation; ability to communicate effectively verbally, in writing and in front of groups; ability to effectively 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. In conjunction with AVP, create effective recruitment and retention strategies in line with the college's commitment to attracting and retaining highly qualified diverse applicant pools. Partners with faculty, administration, and HR team members to develop strategic initiatives and candidate evaluation processes that promote diversity efforts. Develops recruitment dashboards and reporting for ongoing assessment of such initiatives.
2. Coordinates all temporary hiring
3. Develops and supports in the delivery of onboarding, engagement, retention and recognition programs.
4. In collaboration with the AVP, administers the staff compensation strategy, including position evaluation, compensation grades, and benchmark assessments in line with college objectives. Ensures compensation is in line with the personnel budget and provides recommendations ensuring internal equity and integrity with the college pay structure.
5. Identifies, develops, articulates and administers appropriate HR policies, procedures and practices in accordance with the evolving needs of the institution and current law. Provides consultative services in the applicability and interpretation of employment-related laws and

regulations. Makes ongoing recommendations for amendments to employee policies, including the employee handbook.

6. Coaches supervisors on communicating performance expectations. In partnership with the AVP, coordinates the performance management process and communication of appropriate expectations. Provides counsel for effective and consistent performance improvement, disciplinary reviews, and termination procedures
7. Coaches and counsel's managers and employees in positive conflict resolution. Provides discerning advice on HR matters.
8. Recommends new approaches to impact the effectiveness and quality of HR services.
9. Develops collegial, effective and professional working relationships with administrators, faculty and staff. Fosters a culture of professionalism, trustworthiness and service orientation. Actively participates as a senior member of the HR team.
10. Advocates for fair treatment of all employees, modeling respect for and treating others with dignity.
11. Assists with the oversight of the HRIS systems, including data needs, process flow, and efficient data capture, processing and reporting.
12. Coordinates college-wide service award/appreciation programs, including First Monday and May Appreciation Brunch
13. Performs with the highest level of integrity, confidentiality, and professionalism.
14. Manages the Office of Human Resources in the AVP's absence.
15. 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.
16. Completes other assignments and projects as needed.

Reports to: Assistant Vice President of Human Resources

*** Pay Range:** \$ 65,506 – \$ 104,418/yr

Eligible for Housing and Full Relocation

** The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.*