



Title: Director of Human Resources/Title IX Coordinator

Date: June 2024

FLSA Status: Exempt – Full-time, 12-month position

Reports to: Vice President for Finance and Administration

Job Summary: Under the general direction of the Vice President for Finance and Administration, provides all human resource functions, including recruitment, employee relations, job descriptions, employee manuals, records management, Title IX, and wellness, and administers benefits for all employees.

Duties and Responsibilities:

- Participates in the formulation and implementation of College goals, objectives, policies, and priorities as they relate to employment
- Ensures College compliance with all employment laws
- Serves as benefits administrator as the College's liaison with insurance and wellness vendors and brokers
- Formulates and recommends policies, regulations, and practices for the College
- Serves as Title IX deputy coordinator for employees
- Serves as coordinator for disability services and equal opportunity
- Serves as coordinator of wellness
- Serves as liaison with supervisors on personnel issues
- Consults with and advises supervisors to coordinate the various phases of policies, practices, ordinances, and resolutions
- Coordinates, and supervises the administration of the benefits and compensation plan
- Recruits and screens all non-faculty job applicants
- Assists supervisors with employee performance, which includes reviews, evaluations, and orientation programs
- Mediates departmental disputes
- Administers a system of employee service records and other confidential personnel records
- Conducts special studies, prepares reports, and makes recommendations to management; serves in an advisory capacity to management
- Prepares, writes, and distributes administrative and hourly employee manuals
- Administers COBRA, FMLA, unemployment benefits
- Conducts all background checks on potential new hires (faculty and staff)
- Verifies all new employees with Homeland Security (E-Verify)
- Complete annual IPEDS and CUPA surveys for reporting purposes



Required Knowledge, Skills, and Abilities

- Knowledge of principles and practices of personnel administration
- Knowledge of applicable federal, state, and local laws, regulations, ordinances, and policies
- Knowledge of employment opportunity laws
- Working knowledge of Title IX (preferred)
- Working knowledge of the Family and Medical Leave Act (FMLA)
- Knowledge of relevant federal and state laws relating to all forms of disability, harassment, and discrimination
- Knowledge of conflict resolution
- Ability to exercise discretion, confidentiality, integrity, and independent judgment
- Ability to understand, interpret, and explain policies and procedures
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Ability to establish effective working relationships with staff, faculty, and the public
- Ability to communicate effectively (oral and written)
- Ability to follow verbal and written instructions
- Ability to learn and adapt quickly to new technologies, including Jenzabar
- Ability to work effectively with diverse groups of people

Required Credentials and Experience

- Possession of a bachelor's degree in human resources (preferred) from an accredited college or university or a bachelor's degree with major course work in personnel administration or related field; and
- Three years' experience in human resources management in higher education, including one year in a supervisory or administrative capacity.

Special Requirements

Possession of a valid driver's license