



JOB DESCRIPTION

TITLE: Director of Human Resources

COLLEGE/SCHOOL/DEPT: Human Resources

REPORTS TO: President/VP of Administration/CFO

FLSA: Exempt

SALARY: \$65,000 to \$90,000 DOE

POSITION SUMMARY:

The Human Resources Director is responsible for overseeing the Human Resources department and all of its functions, including recruitment, orientation, training, benefits management, succession planning, compensation, employee recognition, morale, compliance with state and federal labor laws, staff terminations, and conflict resolution. They will assist in developing and implementing policies and procedures for accomplishing human resources goals and objectives. The Human Resource Director will provide strategic leadership and communicate all HR needs and updates to the executive management team.

DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA and HIPAA regulations.
4. Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
5. Implements human resources strategies by establishing department accountability, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.
6. Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; maintaining compensation; designing systems; resolving problems; implementing change.
7. Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
8. Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.
9. Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
10. Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.

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