



Posting Date: May, 2020

Position: Director of Human Resources

Department: Human Resources

Hours per Week: Full-time/12
Month

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a full-time Director of Human Resources located in Milwaukee, WI. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Oversee the strategy for managing the college human resources to support and achieve college goals. Maintain and promote a service-oriented Human Resources function. Serve as a campus-wide resource person on all employee related issues. Provide oversight of policies and practices, payroll, benefits, employment, employee communications, training and development, safety, and record maintenance.

1. **Strategic planning of people resources throughout campus.** Meet with Alverno leaders to plan appropriately to achieve the right people in the right place at the right time. Prepare demographic reports and be aware of program planning across campus which may require new skills for the campus. Align department goals and objectives to the strategic plans of the college. Serve on the Department Head forum committee.
2. **Employment:** Oversee the recruiting, screening, interviewing, selection, on-boarding and termination process across campus for best practices, accurate records, and following legal guidelines to ensure we hire the best candidates and limit risk and turnover. Analyze recruitment costs for effectiveness. Analyze and review applicant pools for diversity. Analyze and monitor turnover. Promote Equal Employment Opportunity for applicants and employees.
3. **Salary Administration:** Design, implement, and oversee staff wage and salary programs, job descriptions, and Self-Assessment of Performance process. Audit compensation system for internal equity and market competitiveness. Develop and coordinate position evaluation sequence and performance appraisal program. Work to achieve a high level of employee



acceptance of related programs. Complete IPEDS, CUPA and AAUP surveys, and review results against our compensation structure.

4. Policy Development: Write and communicate policy so as to administer policies consistently and fairly across campus. Work with department heads for sound interpretation and communication of policies, as well as, policy development in other departments.
5. Benefits: Oversight of employee benefits program to ensure comprehensive and competitive benefits are offered to employees. Monitor proper utilization by employees and cost effectiveness of benefits. Annually review benefits offered. Manage benefit renewals and reviewing new vendors. Communicate eligibility and plan features so that employees take full advantage of programs. Oversee open enrollment. Maintain market competitiveness. Serve as lead of Internal Compensation Committee.
6. Payroll: Oversight of semi-monthly pay cycles for staff, faculty, and student payrolls and related tax reporting. Authorize all pay rate and other payroll changes. Verify payroll before final run. Oversee unemployment compensation cases. Verify new hire report.
7. Employee and Labor Relations: Review and promote positive working relations across the College community. Regularly review policies and practices for potential employee relations issues. Maintain open door policy. Maintain training and development philosophy in relation to employee performance and behavior issues. Coordinate annual employee awards program, employee picnic, and other special programs to show appreciation to employees. Be a regular contributor to the faculty and staff newsletter. Negotiate and administer union contract covering maintenance employees. Participate in grievance resolution and negotiations.
8. Safety and Worker's Compensation: Direct the development of safety programs and training to promote safety and accident prevention. Serve on Safety and Security committee and serve as Co-Chair of the Incident Response Team. Oversee Worker's Compensation cases. Work with supervisors to promote return to work program. Monitor all College incident reports. Promote and provide safety training to employees.
9. Training and Development: Review annual self-assessments to identify gaps in skills and training needed on campus. Provide training for regulatory requirements, personal development and enhancing leadership skills across campus. Monitor record keeping according to best practices. Serve on the Organizational Development Committee.
10. Recordkeeping and Federal/State Compliance: Oversight of the organization and management of all Human Resources recordkeeping and database requirements. Provide report generating capabilities to meet requests for information. Comply with all state and Federal laws as they pertain to the recordkeeping of Human Resources functions. Educate other department heads as to compliance issues.
11. Information Management: Manage the use of the Colleague Human Resources software which includes: personnel database, report writer, benefits, payroll, and time accrual. Maximize system use to meet department and college needs and to improve service and efficiency. Provide oversight to ensure information is accurate and current. Work with the Executive Director of Information Systems to keep system security a high priority.



12. General Administration: Work collaboratively across campus. Attend and participate in standing committees and other meetings as requested. Manage department budget and resources. Serve as Co-Chair of the Wellness Committee, Organizational Development Committee and Incident Response Team, member of Department Head Forum, and Service-Centered Community. Complete annual budget for Department 5110 and 5120. Manage resources responsibly to stay within budget. Assist all departments as needed with payroll budgets. Provide Finance with budget guidelines for benefit costs. HR liaison to WAICU groups.
13. Department Staff: Supervise and develop Human Resources staff to afford each individual the opportunity for successful completion of own tasks and personal development. Oversee day-to-day work assignments. Ensure information flow from benefits to payroll and vice versa to eliminate errors. Cross-train staff.
14. Comply with safety procedures and maintain clean and orderly work areas.

Qualifications and Education

1. Bachelor's degree in Human Resources, business, or related field required; Master's preferred. SPHR or PHR certification preferred.
2. Minimum of seven years of direct human resource leadership experience, showing increased responsibility. Experience in Higher Education is a plus.
3. Knowledge of federal, state, and local laws pertaining to personnel administration with strong compliance experience.
4. Strong employee relations experience with a demonstrated ability to change morale and create a high level of employee engagement.
5. Strong coaching and employee development skills.
6. Ability to provide counsel and drive HR strategies with the senior leadership.
7. Willingness to understand and value the perspective of both the institution and the employee.
8. Ability to identify complex issues, review laws and best practices to develop and evaluate options, and implement solutions. Analytical and quantitative skills are necessary.
9. Strong interpersonal, written and oral communication skills needed. Familiarity with automated Human Resources and Payroll systems needed.
10. Strong supervisory skills and ability to develop personnel.
11. Ability to use good judgment and maintain even emotions when dealing with campus crisis, or employee issues.
12. Ability to bring others together to reconcile differences.
13. Ability to coordinate many projects simultaneously.
14. Ability to work within a highly collaborative work environment.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.



ALVERNO COLLEGE
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How to Apply

Apply on-line at <http://www.alverno.edu/jobs>

Please attach your cover letter, resume, and list of references to the on-line application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity