Director of Human Resources  
Stephens College

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Downloaded On: Jun. 22, 2020 3:36pm  
Posted Feb. 24, 2020, set to expire Jun. 25, 2020

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<td>Department</td>
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<td>Institution</td>
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<td>Columbia, Missouri</td>
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<td>Application Deadline</td>
<td>Open until filled</td>
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<td>Apr. 1, 2020</td>
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<td>Job Categories</td>
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<td><a href="https://hire.stephens.edu/">https://hire.stephens.edu/</a></td>
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Department: Human Resources Department  
Type: Full-time, Staff  
Reports to: Vice President for Finance and Administration

Leads and Directs the Human Resources Department at the College and all human resource activities including employment, compensation, labor relations, employee benefits, training, employee services, and compliance. Supervises the payroll function, student workers, and recommends and implements policy and procedural enhancements.

Responsibilities:
1. Employee Recruitment
• Works with Vice Presidents, Deans, and/or department heads to develop and administer recruiting plan to fill vacant positions.
• Coordinates and distributes resumes and applications to hiring department, assists with reference checking, performs background checks on all potential employees and credit checks, if applicable, to determine eligibility for hire.
• Notifies applicants who are not hired.

2. Employee Benefits
• Administers all college benefit programs.
• Recommends changes and adjustments to benefit plans.
• Develops and maintains positive working relations and communication with benefit vendors, brokers, and consultants

3. Employee Policies and Procedures
• Maintains official college-wide policy and procedure manual.
• Responds to inquiries regarding policies, procedures, and programs.
• Insures policies and procedures are in compliance with federal and state law and regulations.
• Participates in personnel-related hearings and investigations.
• Serves as college’s Equal Employment Opportunity Employment officer.
• Develops and recommends HR policies for consideration.

4. Employee Relations
• Develop and conduct a robust employee onboarding experience for new employees.
• Develops and recommends training for staff and faculty.
• Serves as ex officio member of Staff Advisory Council.
• Coordinates and serves as member of employee recognition planning committee.
• Administers performance evaluation system.
• Advises and consults with staff and faculty regarding employee relations and assists with appropriate resolution of employee relation issues.
• Directs and coordinates the actions surrounding employee separations.

5. Supervision
• Oversees the employees in the Human Resources Department.
• Oversees graduate and student workers.

6. Other
• Manages HR office budget.
• Other duties as assigned.

Qualifications:
• Bachelor in Human Resources, Business, or related field (Master’s Degree preferred)
• Professional HR certification
• 5-10 years of progressive experience in Human Resources and the leadership of a professional staff
• Strong, effective, communicator in writing, business presentations, and interpersonal communication
• Highly developed and demonstrated teamwork skills
• Demonstrates a high degree of confidentiality in interpersonal interactions
• Demonstrated ability to increase productivity and continuously improve processes and approaches with a commitment to evidence-based, measurable HR services, activities, and outcomes
• Strong commitment to and interest in employee relations and communication
• Expert in employment laws and regulations, employee benefits, and compliance

Stephens College offers excellent benefits including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and college paid pension plan.

To Apply:
Qualified applicants must complete an on-line Stephens College application with the following:
• Cover Letter
• Resume
• Three References

The successful candidate must pass a criminal background check. Applications will be reviewed until the position is filled.

About Stephens College:
Stephens College, one of the oldest women’s colleges in the country, is a private, four-year liberal arts institution and is affiliated with the National Association of Intercollegiate Athletics (NAIA) and the American Midwest Conference (AMC). The campus is located in Columbia, Missouri, also home to the University of Missouri and Columbia College.

EEO/AA Policy

EOE A diverse community on campus is valued. Smoke Free Campus
Contact Information

Please reference AcademicKeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Human Resources
Stephens College
1200 East Broadway
Columbia, MO 65215

Phone Number  573-876-7172
Contact E-mail  humanresources@stephens.edu