



Position: Director of Human Resources

Department: Business Office

Start Date: As soon as Possible

Description:

The Human Resource Director is responsible for all human resource functions, which include policies and procedures, assisting in recruitment and staffing, benefits and compensation, training and development, employee relations, and assisting with payroll for the College and Seminary in legal accordance with federal, state, and local guidelines. The director serves as college representative for the college in benefits negotiations and works closely with various committees and the community.

Responsibilities:

Administer Institution Policies:

- Responsible for creating, implementation, and evaluation of policies, practices, and procedures.
- Acts as legal liaison making recommendations and providing guidance as needed to ensure we are in compliance with all federal and state guidelines.
- Prepare, update and distribute the Employee Resource Handbook and other policies adopted by the Board of Trustees and President's Cabinet.
- New Hire Orientation

Recruiting and staffing:

- Ad designs and runs
- Applicant flow
- Interview
- Perform all background checks
- Conduct exit interviews
- Maintain the HRIS system
- Oversee time clock management and set up

Benefits management:

- Plan design
- Evaluation of costs/benefits
- Enrollments and education for new hires

- Recommendations
- Benefits surveys
- Leave of Absences (FMLA)
- Annual Reports
- Maintenance (Changes, and approval of invoices)
- Assisting employees with medical/dental/disability claim forms and claims resolution
- Assisting employees with FSA claim issues

Event Planning:

- Faculty/Staff Appreciation Banquet (annual)
- Open Enrollment for benefit programs (annual)
- Other benefit related seminars

Reporting (Compensation/Classification):

- Assisting with wage and equity surveys (i.e. IPEDS)
- Monthly Department of Labor Reporting
- OSHA 300 reporting
- Job Classifications and Descriptions

Other Insurance Responsibilities:

- Review and recommend Property and Casualty carrier/agent changes annually
- Maintain current policy information
- Serve as main contact with insurance agency
- File all claims, including Workers Compensation and Liability
- Maintain list of approved drivers and update annually
- Annual Workers Compensation Audit

Other duties as deemed

Qualifications:

- Embrace, support, and promote Erskine College's Christian mission as an agency of the Associated Reformed Presbyterian Church.
- Bachelor's Degree required, Advance degree preferred
- Minimum of 3-5 experience
- The capacity for working regularly with HRIS and timekeeping (iSolved), Third Party Benefits websites, Microsoft Office Suite, and Internet Job Posting websites
- Excellent written and verbal communication skills
- Ability to prioritize and manage activities
- Strong attention to detail

- Strong organizational skills
- Ability to work independently
- Customer service oriented
- Ability to work in a team oriented environment

Application Process:

To ensure full consideration, interested candidates should complete the on-line application, which can be found [here](#). The on-line application includes a link to upload a letter of application, a resume, and a list of references.