

Saint Michael's College
Job Description

Job Title: Associate Director of Human Resources

Department: Human Resources

Supervisor or Manager: Director of Human Resources

Date Created: 12/14/2005

Last Revised: 7/8/2026

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

The Associate Director of Human Resources serves as a strategic Human Resources partner and primary point of contact for assigned academic and administrative departments. Reporting to the Director of Human Resources, the Associate Director advises leaders and employees on employee relations, performance management, organizational effectiveness, workforce planning, and employment practices. This role provides both strategic consultation and operational support while ensuring consistent application of College policies, collective bargaining agreements, and employment laws. The Associate Director supervises Human Resources staff, supports departmental initiatives, and promotes a positive and inclusive workplace culture across the institution.

Major Objectives:

- Serves as the primary Human Resources partner to assigned departments, providing strategic consultation and responsive HR support aligned with institutional goals and workforce needs.
- Advises supervisors and employees on employee relations, performance management, conflict resolution, workforce planning, employee engagement, organizational development, policy interpretation, and employment practices.
- Leads the resolution of employee relations matters and workplace concerns while ensuring compliance with College policies, collective bargaining agreements, and applicable employment laws.
- Supervises, coaches, mentors, and develops Human Resources staff, fostering professional growth, accountability, collaboration, and high-quality service delivery.
- Coordinates and supports key Human Resources functions, including recruitment, compensation administration, leave management, immigration processes, onboarding, offboarding, and workforce reporting.
- Partners with the Director of Human Resources to advance departmental priorities, strategic initiatives, process improvements, and organizational effectiveness efforts.
- Promotes a workplace culture characterized by trust, inclusion, professionalism, responsiveness, and exceptional customer service.

Essential Functions of the Position:

Human Resources Consulting and Employee Relations

- Serves as the primary Human Resources advisor to assigned leaders, managers, and employees regarding employment practices, employee relations, performance management, workplace conflict, disciplinary matters, policy interpretation, and organizational effectiveness.
- Leads employee relations investigations and resolution efforts for assigned client groups, consulting with department leadership on matters involving elevated organizational, labor, or legal risk.
- Provides coaching and guidance to leaders regarding employee engagement, supervisory practices, workforce planning, organizational change, and talent management.
- Promotes positive employee relations through proactive consultation, conflict resolution, and employee engagement initiatives.

Human Resources Operations and Programs

- Coordinates employee leaves, including medical, family, workers' compensation, and other statutory and institutional leave programs, in partnership with internal and external stakeholders.
- Coordinates employment-related immigration processes and related documentation in compliance with applicable regulations.
- Maintains and updates job descriptions and assists with position management, job postings, recruitment activities, and onboarding processes.
- Supports compensation and classification activities, including market pricing, salary analysis, and compensation-related projects.
- Assists with employee onboarding, offboarding, and other employment lifecycle processes.

Leadership and Departmental Support

- Provides direct supervision, coaching, performance management, and professional development for HR Generalists and other assigned staff.
- Participates in departmental planning, goal development, process improvement initiatives, and strategic Human Resources projects.
- Develops and delivers training programs on Human Resources policies, performance management, interviewing, leadership development, workplace expectations, and supervisory best practices.
- Generates workforce data, reports, and analysis to support Human Resources initiatives and organizational decision-making.
- Maintains current knowledge of employment laws, regulations, higher education trends, and Human Resources best practices.
- Serves on institutional committees and participates in special projects and other duties as assigned.

Secondary Responsibilities:

- Serves as a member of various non-HR specific committees and groups.
- Assists with special projects and other initiatives as appropriate.
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others.
- Respects the talents and contributions of all individuals.
- Willingness to learn more about the social construction of race and racism in the United States, including how race provides systems of advantage and disadvantage.
- Ability to reflect on one's own racial identity and how it has shaped one's own life experiences.

Demonstrates Excellence:

- Exercising sound judgment, discretion, and professionalism in handling sensitive and confidential information.
- Building trust and credibility through fairness, responsiveness, consistency, and relationship-based consultation.
- Demonstrating strong interpersonal, communication, coaching, facilitation, and conflict-resolution skills.
- Managing multiple priorities and complex issues while maintaining accuracy, attention to detail, and customer service.
- Seeking diverse perspectives, practicing inclusive decision-making, and supporting equitable employment practices.
- Demonstrating cultural competence, self-awareness, and a commitment to diversity, equity, inclusion, and belonging.

Positions Supervised:

- HR Generalists

Major Contacts:

- SMC and GMHEC employees
- Managers and leaders of the College

- Various vendors and providers

Education and Work Experience:

- Bachelor's degree in a relevant field.
- Minimum of 5-7 years of Human Resources experience.
- HR experience in higher education a plus.
- Proficient in HR principles and processes for recruitment/selection, compensation, employee/labor relations, and employee safety.
- Knowledge and understanding of Vermont and Federal employment laws and regulations including ADAAA, FMLA, VPFL, FLSA, workers compensation.
- Experience with HR information systems.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Ability to handle confidential information with discretion.

Analytic Skills:

- Ability to understand and anticipate reactions in others and understand why they react as they do.
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required.
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation is required.
- Highly detail-oriented with excellent organizational skills and multi-tasking abilities.

Language and Communication Skills

- Demonstrated ability to communicate effectively and professionally, both verbally and in writing, with employees, supervisors, senior leaders, faculty, staff, external partners, and other stakeholders.
- Ability to prepare, interpret, and present information in a clear, concise, and audience-appropriate manner, including policies, procedures, reports, training materials, presentations, correspondence, and employment-related documentation.
- Skilled in developing written communications on complex and sensitive Human Resources matters, anticipating stakeholder questions and concerns, and providing clear guidance that supports understanding and informed decision-making.
- Strong facilitation, coaching, consultation, and conflict-resolution skills, with the ability to navigate difficult conversations, conduct meetings, and communicate effectively in emotionally charged or sensitive situations.
- Ability to deliver training and presentations to both small and large groups on Human Resources programs, workplace practices, supervisory responsibilities, and other employment-related topics.
- Demonstrated active listening, interpersonal, and relationship-management skills, with the ability to build trust, influence outcomes, and foster productive working relationships across all levels of the organization.

Computer/Technology Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience working in Human Resources Information Systems, Cloud based preferred.
- Experience with HR or Payroll system implementations preferred.

Licenses, Certifications and Other Requirements:

- PHR or SPHR a plus.

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Assistant or Associate Director of Human Resources, the employee is regularly required to sit and talk or hear and sometimes required to stand, walk, reach with arms and hands, and stoop, kneel, crouch or crawl. Occasionally the employee may be required to lift and/or move 10-25 pounds. Specific vision abilities required for this position are close, distance, color, peripheral, depth perception, and the ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- A willingness to learn and an eagerness to keep up-to-date on matters of the Human Resources department.
- Possesses a high level of patience and flexibility when staying beyond a normal work day is necessary in order to meet deadlines and resolve employee relations issues.
- Ability and willingness to fill in and take over others' tasks as needed – cross training.

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.