

**Saint Michael's College**  
**Job Description**

**Job Title:** Assistant or Associate Director of Human Resources

**Department:** Human Resources

**Supervisor or Manager:** Director of Human Resources

**Date Created:** 12/14/2005

**Last Revised:** 02/06/2025

***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.

**Major Objectives:**

- The Human Resources office is seen as a trusted, friendly, and helpful resource to the community
- The Director of Human Resources is assisted and supported in day-to-day operations of the department
- HR strategic initiatives are advanced and continually assessed
- Employees and managers are provided with guidance and coaching as well as assistance navigating issues and conflict

**Essential Functions of the Position:**

- Key contact for employee inquiries and concerns related to employment and the workplace, providing guidance and support and directing staff and faculty to other functional areas as appropriate.
- Acts as a resource for employees and managers on HR policies, procedures and workplace concerns.
- Coordinates employee leaves (i.e. medical, professional, workers compensation) in collaboration with leave administrator at the Green Mountain Higher Education Consortium (GMHEC) providing communication to employees, payroll, and managers as appropriate.
- Updates and maintains job descriptions and assists with developing job postings.
- Assists with compensation project work as well as performing job pricing for open positions.
- In coordination with the Director of Human Resources, addresses and resolves employee relations issues, providing conflict resolution support when needed.
- Assists with the development and delivery of various HR trainings (performance reviews, interview skills/recruitment, supervisory skills training and development, HR best practices, etc.).
- Assists with employee onboarding and offboarding as needed.
- Participates in the development of departmental goals, objectives, processes and systems.
- Generates reports (Oracle and other systems) as requested to support HR initiatives.
- Utilizes independent judgment, discretion, and complex decision-making skills related to personnel matters.
- Maintains current working knowledge of compliance and regulatory concerns, industry trends, and best HR practices.
- Promotes a positive work environment through employee engagement initiatives.
- Shows honesty and respect for responsibility in order to gain employees' trust by being fair, thorough, and available when needed.
- Professionally handles confidential matters and information with appropriate discretion.
- Assists with other HR functions as needed.

**Secondary Responsibilities:**

- Serves on ad hoc committees
- Assists with special projects and other initiatives requiring administrative support and coordination

**Beloved Community Expectations:**

- Consistently models Beloved Community Expectations.
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences.
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others.

- 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.

**Positions Supervised:**

- None

**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 years of Human Resources experience
- HR experience in higher education a plus
- Working knowledge of HR principles and processes for recruitment/selection, compensation, 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 Literacy Skills:**

- Reads and understands basic instructions. Conversational skills including responding to employees and co-workers as needed to ask questions, provide information, seek direction and plan work.
- Ability to clearly communicate in writing (through email or the production of training and other informational materials, for example) is required.
- Some writing is required for position in the form of drafting communications on various topics for different audiences, with the goal of communicating a message clearly, concisely, in a friendly manner, and with the intention of anticipating questions that may arise and addressing them in the original message.
- Excellent interpersonal and communication skills.

**Computer/Technology Skills:**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience working in Human Resources Information Systems, Cloud based 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.