

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: 03/16/2017

Last Revised: 04/12/2024

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 overall Human Resources functions of the College are supported and maintained through a DEI lens and frameworks, ensuring that progress is made toward diversifying, developing, and retaining a talented workforce aligned with the mission of the College.
- Human Resources operations including talent acquisition, onboarding, retention strategies, employment, employee/labor relations, employee leaves, total compensation, staff and faculty diversity, equity and inclusion (DEI), and associated compliance is efficiently and effectively coordinated and carried out.
- Consultative services are provided to managers and employees regarding a broad range of complex employee and labor relations issues.

Essential Duties and Responsibilities:

HR Operations:

- Works closely with HR Director to develop, implement, and manage programs and policies and oversee HR operations.
- May include supervisory responsibilities for 1-3 direct reports.
- Assists the HR Director in the daily administration of other HR services as directed or assigned including talent acquisition, promotions, contract negotiation and administration, job classification, performance evaluation, and employee relations in alignment with the overall objectives of the organization.

Diversity, Equity, and Inclusion:

- Works with Director to sponsor, develop, and deliver professional development training programs to educate employees and managers regarding how to recognize, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting College goals.
- Assists the Director and all members of the Human Resources team in building upon and advancing the important work of developing and implementing strategic initiatives around employment with diversity, equity and inclusion at the forefront.
- Has the ability to reflect on one's own racial identity and how it has shaped one's own worldview and life experiences.
- In coordination with the Director, develops metrics for measuring the effectiveness of employee engagement and DEI initiatives and prepares reports for senior management review.
- May assist with the coordination of IPEDS classifications and reporting requirements.

Talent Acquisition, Onboarding, and Retention:

- 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.
- Oversees compensation analysis and approval process for setting hiring ranges for open positions.
- Oversees the recruitment and selection process, providing search committees and managers with guidance and education regarding staff and faculty sourcing and selection process best practices, DEI, anti-bias and anti-discrimination, and relevant employment laws throughout the search process.

- Develops processes and oversees onboarding of new staff and faculty to include background and pre-employment checks and screenings.
- Designs, develops, and delivers new employee orientation and other professional development opportunities for employees.
- Establishes and coordinates mentorship program for newly hired employees.
- Supports the Director in establishing and implementing retention strategies.

Employee and Labor Relations:

- Serves as initial point of advice, problem resolution, and facilitation in the areas of employee relations, DEI, performance management, and employee discipline.
- Advises both employees and management regarding employee relations policies, procedures and documentation; researches, identifies and analyzes specific employee relations concerns and makes appropriate recommendations.
- Oversees and tracks harassment prevention and other employee education programs.
- Provides individual and/or group advice, guidance, direction and professional support to employees with respect to interpretation and application of policies, practices, and procedures.
- Ensures compliance with all state and federal employment laws. Keeps current with State and Federal rules and regulations through official publications and communication with appropriate agencies.
- Oversees updating, maintenance, communication and delivery of the employee handbook.
- Completes complex analysis and in-depth projects and tasks accurately and on time while attention can be diverted throughout each day to attend to a variety of situations that are often urgent and highly confidential.

Employee Leave Management:

- In conjunction with the benefits shared services team at Green Mountain Higher Education Consortium (GMHEC), coordinates various leaves by being a point of contact, meeting with individual employees and members of the benefits team, working together to ensure State and Federal compliance around FMLA, VPFL, ADA, and other employment laws and regulations.

Secondary Responsibilities:

- Assists with compensation analysis and survey participation as needed.
- Has an understanding of benefits and compensation practices and provides overview to employees in person and over the phone.
- Serves as a member of various non-HR specific committees and groups.

Positions Supervised:

- Potential to supervise 1-3 direct reports

Major Contacts:

- Faculty and staff
- Human Resources staff
- Attorneys
- Senior management of the College (Admin Council)
- HR staff of other colleges throughout New England and nation-wide
- Staff at GMHEC

Demonstrates Excellence:

- Shows a high level of diplomacy and discretion and can utilize those skills while evaluating situations objectively in order to then arrive at conclusions or make viable and useful recommendations.
- Confident and informed decision-maker who considers implications of all stakeholders.
- Possesses excellent interpersonal, listening, and empathy skills as well as written and verbal communication skills in order to thrive in any situation.

- Has an understanding of cultural competency and can appropriately deliver relevant training as well as coach individuals.

Education and Work Experience:

- Relevant bachelor's degree plus five or more years of experience as a professional in the field of HR, preferably in the areas of employment, DEI, and employee relations
- Demonstrated ability to navigate all aspects of HR, approaching matters through a DEI lens
- A thorough knowledge of HR compliance requirements, employment law and HR operations
- Professional HR certification is preferred
- Conflict resolution and mediation training and experience desired
- Multilingual competence desired

Analytic Skills:

- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation is required.

Language and Literacy Skills:

- Prepares and delivers written and spoken information to small and large groups.
- Effectively manages meetings.
- Often in speaking, represents the institution to the audience.
- Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills:

- Proficiency with Microsoft Office products and other HRIS technology

Licenses, Certifications and Other Requirements:

- None required

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- 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
- Limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Associate Director of Human Resources, the employee is occasionally required to lift and/or move up to 10 pounds.

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:

- Flexibility to work outside of regular business hours, when needed, to meet deadlines and/or to resolve time critical issues

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.