

Saint Michael's College Job Description

Job Title: Director of Human Resources

Department: Human Resources

Supervisor or Manager: Vice President for Finance and CFO

Last Revised: 10/1/2026

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.

Position Summary

The Director of Human Resources serves as the College's senior Human Resources leader, providing strategic guidance and operational oversight of all HR functions. Reporting to the Vice President for Finance and Administration, the Director leads the development and execution of workforce strategies that support the College's mission, values, and institutional goals. This position oversees employee and labor relations, talent acquisition, compensation and benefits, performance management, compliance, workforce planning, leave administration, policy development, and organizational effectiveness. The Director partners with campus leaders to foster a positive and inclusive workplace culture, ensure compliance with employment laws and collective bargaining agreements, and deliver responsive, high-quality Human Resources services across the institution.

Major Objectives:

1. Human Resources Leadership and Administration

- Provides leadership and oversight for all Human Resources functions, including talent acquisition, employee and labor relations, compensation, benefits, leave administration, HR operations, compliance, and workforce planning.
- Partners with the Vice President for Finance and Administration and other College leaders to develop Human Resources strategies, establish departmental priorities, and advance institutional objectives.
- Serves as a trusted advisor to supervisors and leaders on employee relations, performance management, workplace conflict, investigations, disciplinary matters, policy interpretation, and employment practices.
- Develops, administers, and evaluates Human Resources policies, programs, and procedures to ensure compliance, consistency, operational effectiveness, and an exceptional employee experience.
- Leads labor relations activities, including collective bargaining, contract interpretation, grievance administration, and the management of employee and union-related matters.
- Oversees compensation and classification programs, including job evaluation, salary administration, market analysis, and workforce analytics, while collaborating with Finance on compensation and benefits planning.
- Directs Human Resources budgeting, forecasting, reporting, and resource management activities and utilizes data and metrics to support decision-making and continuous improvement.
- Coordinates employment-related immigration matters in collaboration with internal stakeholders and external agencies.
- Designs, delivers, and supports professional development, leadership training, and employee education initiatives for faculty and staff.
- Prepares reports, analyses, recommendations, and presentations for College leadership, committees, and governing groups.
- Maintains current knowledge of employment laws, regulatory requirements, higher education trends, and emerging Human Resources practices.
- Represents the College in relationships with external organizations, including the Green Mountain Higher Education Consortium (GMHEC), professional associations, vendors, legal counsel, and peer institutions.

- Participates on College committees and special projects and performs other related duties as assigned.

Essential Duties and Responsibilities:

1. Human Resources Leadership and Administration

- Directs the day-to-day administration of Human Resources programs, services, and operations in support of College goals and workforce needs.
- Serves as a strategic advisor to College leadership, providing consultation and recommendations on employment practices, employee relations, labor relations, performance management, organizational effectiveness, and workforce planning.
- Provides guidance to supervisors and managers regarding workplace concerns, investigations, conflict resolution, employee performance, disciplinary actions, accommodations, and policy interpretation.
- Develops, administers, and evaluates Human Resources policies, procedures, and programs to ensure compliance, consistency, and operational effectiveness.
- Coordinates employment-related immigration matters and other specialized employment programs, as needed.
- Leads collective bargaining activities, contract administration, grievance resolution, and labor-management relations.
- Oversees compensation and classification activities, including job evaluation, salary administration, market analysis, and workforce reporting.
- Directs Human Resources budgeting, forecasting, and financial planning in partnership with the Finance team.
- Develops and delivers training and professional development programs for faculty, staff, supervisors, and campus leaders.
- Prepares reports, analyses, recommendations, and presentations for senior leadership, committees, and other stakeholders.
- Represents the College with external organizations, including the Green Mountain Higher Education Consortium (GMHEC), professional associations, legal counsel, vendors, and peer institutions.
- Participates in institutional committees, strategic initiatives, and special projects and performs other related duties as assigned.

Positions Supervised:

- Associate Director of Human Resources, who supervises the HR Generalists, and student workers.
- Payroll Manager

Major Contacts:

- Cabinet
- Senior Staff and Academic leadership
- Executive Director and other members of the Green Mountain Higher Education Consortium
- Finance Office
- HR department staff
- All levels of employees
- Outside carriers and vendors
- Legal counsel
- President of the College
- HR staff of other colleges throughout New England and nation-wide
- Standing Committees (Faculty and Staff Welfare)

Demonstrates Excellence:

- Exercising sound judgment, diplomacy, confidentiality, and professionalism in managing sensitive and complex employment matters.

- Building trust and credibility through effective communication, collaboration, and relationship management.
- Demonstrating strong interpersonal, listening, facilitation, and conflict resolution skills.
- Communicating policies, expectations, and recommendations clearly and effectively to diverse audiences.
- Managing multiple priorities and complex projects while maintaining accuracy, responsiveness, and attention to detail.
- Seeking diverse perspectives and incorporating inclusive practices into decision-making and problem-solving.
- Demonstrating cultural competence, self-awareness, and a commitment to diversity, equity, inclusion, and belonging.

Education and Work Experience:

- Bachelor's degree in a related field, or an equivalent combination of education and relevant experience.
- Demonstrated progressively responsible Human Resources leadership experience, preferably within higher education or another complex organization.
- Demonstrated expertise in employee and labor relations, Human Resources compliance, compensation, benefits administration, organizational development, and workforce planning.
- Comprehensive knowledge of federal and state employment laws and regulations.

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:

- Written and Oral Communication: Prepares and presents clear information to small and large groups whose primary language is English.
Meeting Facilitation: Leads meetings effectively and communicates regularly with a wide range of audiences.
- Institutional Representation: Represents the College effectively in presentations and other speaking engagements.

Computer/Technology Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and complex HRIS systems.
- Experience with HRIS or Payroll system implementations.

Licenses, Certifications and Other Requirements:

- SHRM-SCP, SPHR, or equivalent professional certification preferred.

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.

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.