MAJOR PURPOSE:
This position exists to lead and implement the human resources programs and functions to meet the mission, goals and objectives of the University. The Director will provide cohesive vision, leadership, and strategic direction to the HR functions at WJU.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Guides and manages the overall provision of HR services, policies and programs for the University including, but not limited to, recruiting and staffing, performance management and improvement systems, organizational development, employment and compliance to regulatory concerns, employee orientation, development and training, and policy development and documentation.
2. Provides vision for the HR Department and oversees and supervises the HR staff; includes being a spiritual leader and model for employees under supervision.
3. Provides leadership to the staff compensation and benefit plans.
4. Conducts needed assessments of the University’s insurance and benefit plans and suggests revisions to current benefits.
5. Develops and delivers custom training including supervisory, customer service, professional development and mandatory programs required by federal and state law.
6. Seeks to provide employee development opportunities and employee assistance programs. Demonstrated ability to develop effective working relationships with employees at all levels.
7. Consults and advises employees and supervisors on employment policies, benefit issues and policies, personnel policies, and/or work-related concerns.
8. Responsible for the oversight of the information systems serving personnel records and administration.
9. Responsible for planning and management of employee and labor relations, occupational safety, employee health promotion. Provides consultation on employee performance management and discipline, and negotiating and resolving conflicts.
10. Maintains knowledge in trends in Human Resource management, including policies, practices and legislation.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
• Bachelor degree in Human Resources or at least two to five years of related Human Resource experience.
• Applicable professional certificates are preferred.

REQUIRED KNOWLEDGE/EXPERIENCE:
• Proficient in all MS Office applications and database management including Word, Excel and Outlook as well as Google mail applications.
SKILLS/ABILITIES:
- Excellent skills in administration, organization, interpersonal communication, decision-making, team-building, problem-solving, conflict management
- Must possess the ability to interface with all levels of management on critical and sensitive issues
- Must have the ability to bring innovative vision in directing, coordinating, and supporting a comprehensive array of programs

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:
The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

________________________________ _____________________________
Employee Signature     Date