

## **HARRIS-STOWE STATE UNIVERSITY DIRECTOR OF HUMAN RESOURCES**

Harris-Stowe State University (HSSU), located in midtown St. Louis, is a four-year institution that offers 15 degree programs and was ranked by U.S. News as one of America's Best Colleges in the Midwest. The university, which has been in existence for more than 150 years and offers the most affordable bachelor's degree in the state of Missouri, is now seeking a Director of Human Resources.

**Duties:** The Director of Human Resources reports to the Chief Financial Officer, works closely with the President and is responsible for implementation and development of programs to improve morale, increase operating efficiencies while providing managers guidance on strategic employment initiatives and other HR related matters. The Director will work collaboratively with senior management model to align with Harris-Stowe State University's strategic goals. The Director will work with managers to develop performance metrics in line with the University business model; collaborate with managers and develop a detailed, time-bound goal oriented action plan designed to reach maximum performance efficiency; develop an employee model to work in conjunction with performance plan and appraisal cycle; lead training for staff and managers, as well as implement and coordinate training and development programs for staff and managers to improve performance and enhance knowledge; and keep managers abreast of changes in university policy and employment laws. The Director will also maintain updated information on and provide a wide array of services for the University, including but not limited to, performance management, conflict resolution, organizational restructuring, and staff leaves and promote inclusion and ensure fair and ethical treatment of all employees to foster excellent employee relations.

Candidates must have a thorough understanding of the strategic direction of the University and of state and federal laws in employment, benefits, unemployment and FLSA compensation. Participate in the recruitment and compensation process for all new hires at the University, as well as consult with managers to make recommendations to enhance and maintain positive employee relations and high productivity; develop, implement and coordinate training and development programs for staff and managers to improve performance and enhance knowledge; keep managers abreast of changes in university policy and employment laws; serve as an HR Generalist at Harris-Stowe State University, and administer all staff relations programs including but not limited to benefits administration, staff grievance procedure, performance appraisal and introductory review programs, progressive disciplinary processes, workplace issue resolution programs, and position discontinuation and staff transition programs, onboarding and off boarding; and also be responsible for leading special projects, including such areas as performance management, policy development, conflict management and other areas.

Additional duties include: Attend professional development activities appropriate to your overall responsibilities; assist the Information Technology Unit in the automation of the Human Resources Office; ensure that all personnel records and files are appropriately housed, up-to-date and properly maintained; keep university personnel informed of changes, requirements, and updates; ensure that faculty and staff files contain transcripts, references and other appropriate documents; and make appropriate updates in the Human Resources Office in accordance with local, state, and federal requirements.

### **Required Qualifications:**

The successful candidate will be a proactive leader who is dynamic, creative, resourceful, and flexible. He or she must possess the ability to collaborate across all parts of the University and be dedicated to continuous improvement. To be considered, candidates will possess:

- Master's degree in Human Resources or related field
- 5 or more years of management experience
- Significant experience in issues management and personnel relations
- Illustrated ability to work in a regulatory environment
- Demonstrated ability to prioritize and problem-solve
- Excellent verbal and written communication skills
- Ability to maintain confidentiality
- Ability to work occasional evenings or weekends and attend special events
- Experience in CARS and COGNOS or a similar ERP software a plus
- Ability to learn new software applications quickly
- Experience in working with and hiring of faculty
- Ability to conduct background checks for all new hires
- Knowledge of modern HR systems and methods

Review of applications and candidate consideration begins immediately and continues until position is filed. The anticipated start date is November 2013. Salary based on qualifications and experience. Candidates should submit a letter of application, curriculum vitae, and three letters of reference to:

**Harris-Stowe State University  
Office of Human Resources  
3026 Laclede Avenue  
St. Louis, MO 63103  
FAX: (314) 340-3395**

Application may be downloaded from our web site **[www.hssu.edu](http://www.hssu.edu)**

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