

## Senior Director of Human Resources and Administration

College of the Ozarks invites applications for an experienced human resources professional to join our team as the Senior Director of Human Resources and Administration. This pivotal role will drive the College's human resources initiatives across campus.

The Senior Director of Human Resources and Administration will champion the College's mission, vision, and employee commitments, especially as it relates to employee selection and development. Our mission statement clearly states our intention to provide an explicitly Christian education for our students. Similarly, the College's vision statement focuses on developing citizens of Christ-like character. To achieve these goals, we expect our faculty and staff to support and adhere to our faith and practice commitments. This position will be instrumental in ensuring that these values are upheld and integrated into every aspect of our employee selection and development processes.

College of the Ozarks is a small (1,400 students), liberal arts, work-study college with a commitment to evangelical Christian faith and service located in southwest Missouri near Branson ([www.cofo.edu](http://www.cofo.edu)). Send letter of application, resume, official transcripts, and three letters of recommendation (including one from your pastor) to: Vicki Wrosch, Human Resources, PO Box 17, Point Lookout, MO 65726, or email [hr@cofo.edu](mailto:hr@cofo.edu). Review of applications will begin immediately and continue until the position is filled.

### SUMMARY

Reporting to the Chief Financial Officer/Vice President for Finance and Administration, this position provides leadership, strategic planning, direction, and oversight for all human resources functions, including day-to-day oversight for organizational development and institutional human resources policies and strategies.

This position coordinates and implements assigned projects in support of College initiatives, manages the annual human resources budget, and supervises the Director of Human Resources and Insurance. This is both a hands-on and managerial role, with expectations for leading the HR team and working across all academic and administrative divisions.

### JOB DESCRIPTION

#### Strategy Partner

- Brings forward innovative ideas to build institutional capacity and positive organizational culture.
- Serves as a trusted advisor to College leadership and a strategic partner on all human resources matters.

- Provides overall leadership and plans, develops, and administers a wide range of services emphasizing organizational design, change management, and culture enhancement.
- Builds and maintains an office environment that encourages quality interactions.
- Creates a vision for programs, policies, and practices that enhance employee engagement, recruitment, and retention.
- Drives continuous improvement efforts within human resources operations to standardize and simplify processes.
- Provides administrative leadership and supervision for the College's human resources operations, including:
  - Recruitment
  - Employee selection and retention
  - Corrective action and dismissal
  - Student employment
  - New employee orientation/onboarding
  - Classification and compensation
  - Leave
  - Performance management
  - Employee benefits and wellness initiatives
  - Recordkeeping
  - Compliance
  - Employee relations
  - Employee training and development
  - Employee recognition programs
  - Personnel records
- Directs the preparation and maintenance of reports necessary to carry out department functions and prepare periodic reports to senior management as necessary or requested.
- Monitors legal and compliance risks related to the human resource function.
- Consults with appropriate stakeholders to ensure desired and required training programs are implemented that address needs across the College.

- Ensures compliance with applicable legal guidelines, employment agreements, policies, regulations, rules, and procedures.
- Oversees Protected Health Information and is required to complete HIPAA training as a condition of employment within a reasonable timeframe after employment and on an as-needed basis thereafter.

#### Administration

- Develops, implements, and maintains institutional policies and procedures related to human resources and administration.
- Directs several of the College's insurance programs, ensuring adequate coverage and compliance with regulations.
- Maintains and updates Staff Handbook.
- Coordinates administrative projects and initiatives as assigned by the CFO/VP for Finance and Administration.

#### Talent Management

- Organizes and participates in HR activities to maintain and improve positive employee relations.
- Directs the communication/reporting of information related to employment, employee relations, faculty and staff benefits, wage and salary compensation and classification, employee development/training, and special projects.
- Ensures appropriate learning and growth opportunities are identified and acted on for individuals and teams.
- Counsels individual College employees and/or supervisors to address and, where possible, resolve workplace problems.
- Administers employee grievance procedures, investigates complaints, mediates disputes, and recommends administrative actions. Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and support high employee morale.

#### Required Education and Experience

- Degree in Human Resource Management or applicable field (master's degree preferred), or an equivalent combination of education and experience.
- Ten years of related experience in human resources and/or payroll, including at least four years of supervisory experience.

#### Preferred Registrations, Certifications, and Licenses

- SPHR, SHRM-CP, or SHRM-SCP

## Required Knowledge, Skills, and Abilities

- Knowledge of core functional areas in human resources such as recruiting; position analysis and classification; compensation; benefits; immigration; training and organizational development; performance management; employee relations; data analytics or reporting; HR information systems and data management.
- Knowledge of employment law, regulations, and operations.
- Knowledge of payroll, staffing, and risk management.
- Demonstrated experience building a successful, service-oriented team.
- Demonstrated commitment to professional learning and growth.
- Demonstrated commitment to confidentiality of highly sensitive information.
- Ability to multitask and work cooperatively with others.
- Ability to communicate clearly and effectively to ensure understanding (i.e., verbal and written communication).