



501 East 38 Street
Erie, PA 16546
814-824-2000
800-825-1926
mercyhurst.edu

Director of Human Resources

Location: Erie

Department: Human Resources

Reports To: Senior Vice President for Administration and COO

Full/Part Time:

- x Oversee faculty and staff employment practices, employee relations, benefits administration, employee database management, payroll review, regulatory compliance, and relevant institution-wide opportunities for training and professional development.
- x Oversee and manage maintenance of and changes to HR database and systems, records, and files.
- x Analyze data and produce reports, documents, and surveys. Maintain the integrity in systems by running queries and analyzing data. Research and resolve problems, interpret results, or process flaws, perform scheduled activities, recommend solutions, or alternate methods to meet requirement.
- x Analyze and modify compensation and benefits policies to establish and maintain competitive programs and ensure compliance with legal requirements.
- x Participate in employee orientation sessions throughout the year to foster positive attitude toward organizational objectives.
- x Develop, update, and distribute university human resources policies, benefits plans, handbooks, and procedures.
- x Represent organization at personnel related hearings and investigations, including the submittal of information requested by Unemployment Compensation and other agencies.
- x Administer compensation, benefits and performance management systems and employee outreach programs.
- x Ensure employees have current information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
- x Maintain records and analyze statistical data and reports to identify and determine causes of personnel related data, personnel problems, departures and develop recommendations for improvement of organization's personnel policies, practices, and retention.
- x Prepare and monitor department operational budget and assist in development and monitoring of annual benefits budget.
- x Oversee the evaluation, classification and rating of occupations and job positions and development of job descriptions.
- x Coordinate processing of work status adjustment for foreign nationals seeking employment with the institution including verification of employment eligibility; change of status process; initiation of permanent residence process; and other immigration and homeland security compliance mandates.
- x Develop and administer special projects in areas such as retirement plan changes and options, pay equity, etc.
- x Coordinate employee performance review process and ensure current job descriptions are maintained in files.
- x Review and update report outputs that generate from the HR office.
- x Other duties as assigned.

EDUCATION AND EXPERIENCE

- x Master's degree or equivalent preferred.
- x Certificate in Human Resources or SPHR Certification preferred.
- x Documented experience in hiring and exiting employees required.
- x Minimum of five years related experience and/or training; or equivalent combination of education and experience required.

SKILLS AND ABILITIES

- x Knowledge of federal and state employment laws and regulations, and OSHA and worker compensation reporting laws and requirements
- x Ability to make decisions, exhibit sound and accurate judgement and makes timely decisions
- x Ability to work independently
- x Ability to delegate work assignments, set expectations and monitor delegated activities
- x Strong and effective verbal and written communication
- x Strong computer skills
- x Strong listening and interpersonal skills
- x Ability to collaborate and recommend options and related sensitively to internal and external colleagues and constituents
- x Experience preparing proposals and presentations
- x Strong organizational skills and ability to manage multiple priorities
- x Ability to work with diverse populations
- x Experience working in Higher Education
- x Knowledge and experience with Colleague UI preferred
- x To perform this job successfully, an individual should have knowledge of Microsoft Access Database software; Internet software; Proficient in Microsoft Office including Microsoft Excel Spreadsheet software and Microsoft Word Processing software

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until the date indicated above. Send cover letter, resume and 3 related references to:

Human Resource
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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