

**Job Title:** Director of Human Resources  
**Reports to:** President  
**Terms:** Full time, 12-month position  
**Salary:** On Scale, Determined by credentials and experience  
**Starting Date:** ASAP, Open Until Filled

**Overall Job Responsibilities:**

Under the direction of the President, the Director of Human Resources oversees the full scope of human resources and assists staff and faculty in the areas of employment, compensation, benefits administration, employee relations, investigation & resolution of complaints &/or grievances, maintaining policies and procedures, and staff orientation, training, and development.

**Principal Duties and Responsibilities:**

1. Supports administration by providing human resources advice and counsel.
2. Guides administration and employee actions by updating policies, procedures, methods, and guidelines; communicates and enforces organization values.
3. Maintains knowledge of industry trends and employment legislation and ensures college compliance.
4. Maintains responsibility for college compliance with federal and state legislation pertaining to all personnel matters.
5. Assists with creating and updating position descriptions for new and current employees.
6. Ensures the college is in compliance with Title IX regulations.
7. Prepares reports for the Coordinating Board and State Comptroller Office.
8. Interviews and advises all new employees of benefits and completes required paperwork (I-9, W-4).
9. Prepares job advertisements, job descriptions, files, and all other aspects of the Affirmative Action Officer.
10. Oversees campus for Americans with Disabilities Act and stays abreast of changes.
11. Stays abreast of insurance policy needs and prepares insurance bids.
12. Stays informed about Family Leave Act, benefits available to employees, etc.
13. Consults with legal counsel as directed by the President on personnel matters.
14. Develops and maintains a human resource system that meets college personnel information needs.
15. Conducts exit interviews with outgoing personnel.

16. Required to be collegial, respectful, and professional with faculty, staff, and students at all times.
17. Workplace attendance is essential for job function.
18. Ability to work full time is essential.
19. Performs other related duties as assigned.

Please note this job posting is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Qualifications:**

1. Bachelor's Degree from an accredited institution required. Master's degree or professional PHR/SHRM certification preferred, or the equivalent combination of education and experience.
2. Excellent verbal and written communication skills with progressive human resources experience. The ability to maintain confidentiality is paramount.
3. Must possess strong organizational skills, keen attention to detail, and the ability, flexibility, and creativity to plan and manage multiple tasks while working with a diverse set of constituents.

**To apply, please submit via email only:**

1. A current resume/CV
2. A WTC [Application](#) (Please do not note "see resume")
3. A cover letter – not to exceed 2 pages, describing how the applicant meets the "Qualifications" as listed in the job announcement. The applicant may also include other professional experiences that are applicable.

**Please email resume/CV, application, and cover letter to [hrdirector@wtc.edu](mailto:hrdirector@wtc.edu).**

*Western Texas College will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student based on age, race, color, religion, disability, national origin, sex, sexual orientation, or gender identity in its programs or activities.*