

**Job Title:** Director of Human Resources  
**Reports to:** President  
**Terms:** Full time 12-month position

**Overall Job Responsibilities:** Under the direction of the President, the Director of Human Resources oversees the full scope of human resources and directs staff in the areas of: employment, compensation, benefits administration, employee relations, investigation and resolution of complaints and/or grievances, maintaining policies and procedures, and assists in 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's 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 American with Disabilities Act and stay 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 description 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/ SPHR certification preferred, or the equivalent combination of education and experience.
2. Excellent communication skills with at least five years progressive human resources experience. Ability to maintain confidentiality a must.
3. Must possess strong organizational skills, a 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:**

1. A current resume
2. A cover letter 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 and cover letter to **hrdirector@wtc.edu**.

Revised: 6-6-22