JOB POSTING
OFFICE OF HUMAN RESOURCES
March 31, 2022

POSITION: Assistant Director of Human Resources

DEPARTMENT: Human Resources

DIVISION: Finance

HOURS: Full-Time, 35 hours per week, Mon-Fri, 8:30-4:30

GENERAL DESCRIPTION: Assists the Director of Human Resources in providing leadership, direction, and expertise in all areas of human resources. Provides research and administrative support to the Director of Human Resources on compliance, policy formulation, employee relations, and problem solving. Assists the Director in overseeing all human resources functions to include but not limited to: benefits administration, compliance, recruitment and on-boarding. In the absence of the Director, the Assistant Director acts as the primary contact in all employee-related matters.

SPECIFIC RESPONSIBILITIES:

1. In conjunction with the Human Resources team, the Assistant Director of Human Resources administers employment policies and procedures; recommends and helps implement new policies and procedures; and provides a collaborative customer service approach to meeting the human resource needs of employees, managers, and the college administration.
2. Assists the Director in coordinating functions associated with employment and administration of the College’s benefit plans to include but not limited to managing the College’s annual open enrollment.
3. Assists with the recruitment and selection process to include but not limited to working with managers/supervisors to prepare/update job descriptions, process recruitment authorizations, educating committee chair and search committee members on appropriate hiring procedures, best interviewing practices, assist advertising strategy and maintain accurate and complete recruitment files.
4. Assists in the continuous development, update, and implementation of the employee handbook and any new human resource policies and procedures.
5. Assists in the planning and coordination of employee recognition events and initiatives.
6. Assists in the preparation of requested reports for internal and external stakeholders.
7. Assists in screening and responding to incoming requests and inquiries in a timely manner.
8. Audits and update HRIS databases to ensure accuracy and integrity.
9. Assists the Director in the preparation and completion of all compliance related reporting to include but not limited to: OSHA-300 Report, Medicare Part D Disclosure, Retirement Plan and Benefit Choice Plan Non-Discrimination Testing, EEO-6 IPEDS Report, Form 5500, Retirement Plan and Benefit Choice Plan Summary Annual Reports, Retirement Plan Annual Fee Disclosure, and Annual 1094-C/1095-C Reporting.
10. Oversees mandatory training for employees using online learning management system. Serves as an administrator for current system.
11. All other duties as assigned by the Director.

QUALIFICATIONS:

Bachelor's degree required. A minimum of five years of demonstrated professional experience in human resources administration required. Prior experience with HRIS application systems preferred. Prior experience in higher education, or a similar complex environment highly preferred. Demonstrated knowledge in all State and Federal employment laws required. Other requirements include: proficiency in Microsoft Office, strong attention to detail skills, excellent organizational and interpersonal skills, ability to exercise professional judgment, adapt quickly to change and ability to work within a collaborative decision-making arena. Strong presentation, communication and writing skills as well as excellent analytical and problem-solving abilities are also required.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

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