AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

JOB TITLE: Director of Human Resources and Operations
DEPARTMENT: Human Resources and Operations
REPORTS TO: Vice President for Finance and Administration
FLSA STATUS: Exempt
DIRECT REPORTS: 2 Full-time employees

SUMMARY: This is a responsible supervisory position that provides leadership, direction, accountability, planning, and coordinating to meet the human resource and operations needs of employees and the seminary. Human Resource functions under the purview of this position include: employee advocacy, recruiting/retention, compensation and benefit administration, training, performance management, organizational development, employee relations, personnel record management, development and administration of employee policies and procedures, and ensures compliance with all applicable local/state/federal employment laws. Operations functions under the purview of this position include: student, staff and guest services, Campus Card system, room and event scheduling, guest room accommodations, special event coordination, Bookstore operations, parking administration, mail services, food services, and student housing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Human Resources
- Development and administration of employee policies and procedures
- Prepare and maintain records and procedures for controlling personnel transactions and reporting personnel data
- Serve as employee advocate to upper management
- Benefits negotiation, design, and administration
- Performance management, skills assessment and training
- Employee and organizational development / mentoring
- Employee relations
- Serve on the Grievance Committee
- Personnel and confidential records management
- Compensation programs/processes
- Conduct wage and salary surveys
- Develop effective staffing, recruiting and retention processes
- Conduct criminal background/driving record checks
- Develop and conduct new hire orientations
- Complete and submit all federal/state/local mandated institutional surveys including EEO-5 IPEDS, Title IX, VAWA, Campus SaVE, and Clery reporting
- Facilitate workers’ compensation claims and coordinate work between employee and insurance carrier
- Assist the Financial Services department with check processing and/or voucher approvals each week.
Operations

- Manage the student housing program: oversee housing assignments, problem resolution and developing housing policies.
- Manage the Campus Card program: oversee creation of ID cards for all staff and students and maintain database; process all conference-related and departmental campus card billing; deposits and refunds; maintain equipment.
- Manage Food Service operations: oversee contracted vendors daily sales and catering operations; Health Department regulations; payments to contracted vendor(s); coordinate equipment purchases, and partner with foodservice manager to develop menu and pricing.
- Liquidate remaining Bookstore books.
- Parking administration: staff parking assignments; permit distribution (students, faculty, staff); parking policies and procedures; purchase UT garage passes for special event parking needs.
- Oversee mail room operations: ensure mail room security; process/procedures for incoming/outgoing USPS mail and express delivery services; maintain Pitney Bowes equipment.

MINIMUM QUALIFICATIONS

Education: BBA/BS in Business Management, Human Resources or related field

Certifications/Training: Professional in Human Resources (PHR) and/or SHRM-CP/ Senior Professional in Human Resources (SPHR) and/or SHRM-SCP

Experience: Minimum 5 years demonstrated leadership experience in all aspects of HR

Special Requirements/Skills: Must demonstrate expertise in employment law, performance management, employee relations, recruitment and retention strategies, compensation and benefits design and administration, and principles and practices of personnel administration; have a detailed knowledge of HR policies, procedures, and compliance requirements; sound techniques in all aspects of employee and organizational development, payroll processes and strategies; and have excellent interpersonal and behavioral skills.

- Strong oral and written communication skills
- Ability to maintain effective relationships at all levels of the organization
- Ability to use discretion and maintain confidentiality
- Basic knowledge of and ability to effectively utilize computers/software, including Windows, MS Word, Excel, WordPerfect, and Great Plains
- Commitment to being a team player
- Ability to organize and prioritize work
- Ability to make decisions based on incomplete or imperfect information
- Prepare and administer budgets
- Ability to analyze and summarize data in a clear and concise manner
- Maintains a bias toward action

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or listen, and is occasionally required to stand, walk, and reach using hands and arms, and lift light boxes of up to 15 pounds.

**Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the incumbent in this position, and assist in evaluating this job fairly and equitably. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. Management may change the duties and responsibilities at their sole discretion, and may request the employee perform duties not listed on the job description. This job description is not a “contract” between the incumbent and the employer.

Employee: ___________________________  Date: ___________________________

Supervisor: ___________________________  Date: ___________________________

Human Resources: _________________________  Date: ___________________________