Chatham University
Job Description

Job Title: **Assistant Director of Human Resources**

Position Reports to: **AVP of Human Resources**

Job Classification: **Full-Time, Exempt**

Position Summary:
The Assistant Director of Human Resources is responsible for the employment process for open positions, including assisting with the preparation of vacancy announcements, ensuring position descriptions are updated and accurate, partnering with supervisors on ensuring an efficient employee hiring, orientation and onboarding processes. This is a new position in the human resources department that would provide an important role in advancing the values of diversity, equity and inclusion in the campus community.

Qualifications:
Education: A Bachelor's degree with a concentration in human resource management or related degree. A proven track record in developing diversity, equity and inclusion strategies on attracting and retaining a diverse employee population.

Skills: Effective oral and written communication skills are required. Very helpful to have knowledge of relevant employment laws, including but not limited to Americans with Disabilities Act, and federal and state labor laws. Should be able to work under pressure and have the ability to perform multiple tasks simultaneously. Should be detail-oriented, highly organized, have the ability to work independently, and make sound decisions.

Duties and Responsibilities:

1. Coordinates the employment process by working with the HR staff and hiring supervisor by preparing vacancy announcements, coordinating the employment process with hiring departments (clarifying minimum qualifications, upon request provide initial applicant screening, coordinating background checks, tracking position request forms and following up with the hiring supervisor on applicant status), assist in implementing strategies through advertising and outreach to attract a diverse applicant pool, assuring compliance with affirmative action/equal employment opportunity guidelines and procedures, and documenting reasons for non-selection.

2. Develop expertise with the Ceridian Dayforce System.

3. Work creatively in posting all positions to include websites, social media and targeted advertisement to attract qualified and diverse candidates.

4. Effectively communicate the value of the University's benefits to applicants.

5. Upon request from the hiring supervisor, work with the AVP of H/R on screening applicants by providing phone interviews. Develop strategies for outreach to increase the applicant pool of qualified and diverse applicants.

6. Audit position descriptions and partner with department supervisors on updating qualifications and job responsibilities. Partner with the hiring supervisor/search committee and search advocates on developing job placement advertisements to attract an applicant pool with qualified and diverse candidates.

7. Provide analysis on effective job postings on a variety of websites including social media.

8. Work closely with the HR staff in conducting all full-time employee's orientations and onboarding activities.

9. Assists in maintaining the Office of Human Resources web pages by working closely with the communications and marketing department.

10. Work with the AVP of HR and VP of Diversity, Equity and Inclusion on strategies and goals to attract a more diverse applicant pool.

11. Maintain turnover data and provide analysis and recommendations on improving employee retention.

12. Back up the AVP of HR and the administrative assistant during vacation weeks.

13. Contributes to the success of the Office of Human Resources by performing other duties as assigned and assisting in other Human Resource areas as needed.

14. Perform job analysis.

Physical Requirements:

Hear: Continuous
Speak: Continuous
See: Continuous with 20/20 acuity
Stoop/Bend/Kneel/Squat: 10%
Use telephone: 50%
Use computer: 40%
Reach above shoulders: 5%
Fine hand manipulation: 25%

Sit: 40%
Stand: 25%
Walk: 35%
Write: 80%
Push/Pull: 5%

6/16/21