Craven Community College

Position: Assistant Director for Human Resources
Department: Administrative Services
Reports to: Executive Director of Human Resources/Chief Diversity Officer
Level: 75
Status: Exempt
Revised: New June 2016

OCCUPATIONAL SUMMARY

Under the supervision of the Executive Director of Human Resources, the Assistant Director for Human Resources primary function is to coordinate HR policies and programs with emphasis on benefits and payroll administration, as well as, ensuring that the College is in full compliance with applicable laws and regulations.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

- Assist the Executive Director in the daily administration of HR services, including but not limited to recruitment and selection, promotions, transfers, full-time contract administration preparation, EEO compliance, job classification, performance evaluation, on-boarding and employee relations in accordance with quality management principles and overall objectives of the College.
- Effectively administer health benefits to all eligible full-time employees. Manages broker resources, benefit renewals, and open enrollment for the medical, dental and vision programs. Assist employees with benefit questions as needed.
- Serves as primary contact for workers' compensation claims, as well as, unemployment and retirement planning.
- Coordinates the new employee on-boarding program WOW-CCC120.
- Develop, prepare, generate, and analyze special reports pertaining to employee personnel information and data, including but not limited to ACA reporting for IRS guidelines, applicant tracking, compensation, promotions, etc.
- Effectively utilize the current data processing system to obtain, store, and analyze pertinent data and information as requested by the Executive Leadership Team or the Board of Trustees.
- Develop innovative HR programs, services and/or processes to address continuous improvements within the department.
- Assist the Executive Director in the areas of Title IX compliance and campus wide diversity & inclusion administration.
- Treat others respectfully, speak to others courteously, and behave in a manner that creates a workplace environment that is marked by trustworthiness, honest but polite communication and interpersonal interactions that are both personally cordial and professionally appropriate.
- Contributes to team effort by accomplishing related results as needed.

QUALIFICATIONS

- Bachelor’s degree in human resources management or related field required.
- SHRM-CP preferred.
- Three years of progressively responsible human resources experience required.
- Excellent customer service skills at all times.
- Proficiency in managing data within an HR information system (applicant tracking) and with other related HR software applications, including Microsoft Office products.
- Must possess excellent oral and written communication skills.
- Ability to function as a team player at all times.