



Senior Director of Human Resources

Mount Saint Mary's University is an independent, Catholic university which offers a dynamic learning experience in the liberal arts and sciences for women, as well as innovative programs for men and women on two historic campuses in Los Angeles. It is nationally recognized for its academic programs, its culturally diverse student body and its focus on preparing the next generation of engaged leaders. Mount alums are engaged, active global citizens who use their knowledge and skills to better themselves, their communities, and the world. The Mount also offers a supportive, welcoming environment for faculty and staff.

The Position

The Senior Director is responsible for providing leadership for all University-wide Human Resource (HR) functions for employees. This includes oversight and administration in the areas of recruitment/retention, compensation, benefits, payroll, training and development, Human Resources Information Systems (HRIS), policy development and administration, employee relations, Title IX, and performance management. Additionally, this position is responsible for refining and implementing the strategic plan for HR, overseeing processes and programs in support of department and University goals, providing leadership and direction for the five members of the HR staff, and works closely with the Vice President for Equity, Diversity and Justice (EDJ). Reporting to the Vice President of Finance and Administration, the Senior Director represents the University in a variety of internal and external forums, including legal, risk management and administrative proceedings, University governance bodies, and committees.

It is expected that the Senior Director will be a visionary leader of unquestioned integrity who possesses a collegial management style, and a demonstrated ability to foster relationships with the University community and will demonstrate a commitment to the mission of the University, including support for the University's emphasis on building leadership skills and fostering a spirit to serve others.

2.

Responsibilities

Develops, implements, and maintains the overall human resource strategy university wide. Manages the staff, budget, and operations of the Office of Human Resources.

Oversees consultative services for managers and employees on matters including, but not limited to, policies, laws, and regulations regarding all employment-related issues. Provides leadership and coordination to deliver a progressive and innovative human resources department positioned to contribute to the attainment of the University's strategic plan.

Oversees administrative functions of Recruitment & Retention, Compensation, Payroll and Benefits to enhance the applicant and employee experience to position the University to be the employer of choice in higher education. By evaluating and establishing best practices, from orientation to exit interviews, the Senior Director will create a welcoming and accepting climate that embraces diversity in its hiring and retention practices. They will develop and use strong metrics to track retention, identify opportunities, and propose action plans for improvement. Using a comprehensive total rewards strategy, the Senior Director will administer compensation, payroll, and benefits for faculty, adjunct faculty, staff, and student employees in a manner that attracts and retains world-class employees. The Senior Director will ensure all employment and other policies, procedures, and processing of personnel transactions and appointments are compliant with all applicable federal and state laws.

Directs and oversees ongoing professional development and training to enhance the knowledge, skills and abilities of all University employees and supervisors, and to support organizational development, as well as effectiveness strategies and initiatives. The Senior Director will implement and oversee the University performance management evaluation system, and the Injury and Illness Prevention Program.

Oversees all HR Information Systems to enhance HR technology processes and establish HR metrics; this includes alignment and integration of related HR systems utilized within the areas of recruitment, payroll, and performance management. The Senior Director will ensure maintenance, accuracy, and appropriate use of personnel records and confidential information. Ensures all employment and other policies, procedures, and processing of personnel transactions and appointments are compliant with all mandated federal and state labor relations laws to ensure transparency, consistency, and fairness. Serves as Title IX Coordinator, ensuring confidentiality and discretion in all personnel matters, and establishing a climate within Human Resources that is responsive and mutually respectful.

3.

Required Qualification - Education

A Master's degree in business, human resources, or a related field and SHRM-CP/SHRM-SCP, PHR/SPHR, or equivalent certification is preferred.

Desired Qualifications

Ten years of progressive human resources experience with five years in a senior leadership, supervisory role, preferably in a higher education setting,

Five years of experience developing and leading change in improving the internal human resource services in recruitment/retention, compensation, benefits, payroll, training and development, Human Resources Information Systems (HRIS), policy

development and administration, employee relations, Title IX, and performance management.

Possess a sound technical background in traditional human resources competencies as they relate to higher education and be skilled in both devising and deploying human resources strategy and tactics.

Knowledge of and experience in administering and ensuring compliance with applicable state and federal statutes, regulations, and policies related to employment and human resources.

Strategic thinker with creative problem-solving skills, excellent judgment and analytical skills, proficiency in oral and written communication, technology, customer service and organizational development skills.

Effective staff and team management; excellent relationship building skills, the ability to work collaboratively to influence others effectively and positively in the organization and the development of organization-wide human resources initiatives.

A record of accomplishment demonstrating the advancement and support of a diverse and inclusive environment.

Proven record as a leader who can provide strategic direction while balancing the resources and funding requirements necessary to achieve strategic goals.

An understanding and appreciation of the mission of the University.

4.

Application Process

Send a resume and a letter of application that addresses the responsibilities and requirements outlined in the position description to Elaine Turner, The Turner Group at: Elaine@turnersearchgroup.com (909) 621-2590. Review of credentials will begin immediately. The preferred start date is March 1, 2022. All applications and nominations will be confidential.

Applicants must also provide proof of COVID-19 vaccination, a condition of employment.

MSMU offers a wide variety of benefits and perks including medical, dental and vision plan options, paid time off; flexible spending accounts; retirement benefits, tuition assistance, fitness and wellness programs, ride share incentives, 11 holidays and so much more.

Mount Saint Mary's University is an equal opportunity employer. The University is thoroughly committed both to providing equal employment opportunities for all job applicants and employees, and to providing a work environment that is free from harassment, discrimination, and retaliation. They will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

The University is committed to recruiting and retaining a diverse workforce as a reflection of our commitment to maintain the excellence of the University, and to offer our students richly varied disciplines, perspectives, and ways of learning. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs. They encourage people of all backgrounds to apply to work for the University.

Applicants must be able to provide proof of eligibility to work in the United States. The University will not assist applicants with any visa matters. A background check will be required.