

**MURRAY STATE COLLEGE
Tishomingo, OK – Ardmore, OK**

Job Description

DIRECTOR OF HUMAN RESOURCES

General Description/Primary Purpose

The Director of Human Resources provides leadership for the overall administration, coordination, and evaluation of all Human Resources functions, including, but not limited to: policy development and implementation; payroll technologies; compensation system; employee benefits. . Designated compliance officer for various federal programs: Equal Employment Opportunity (EEO); Affirmative Action (AA); Family Medical Leave Act (FMLA); Title IX; and others. Resolves misunderstandings, interprets rules, laws, and procedures, and, clarifies policies to assist personnel. Uses creativity and initiative to perform work and solve problems. Ability to maintain confidentiality of personnel records and information is required. This position oversees the day-to-day operations of the Human Resources Office and reports to the Vice President for Business Affairs.

Classification: Full-Time, Exempt

Salary: Salary commensurate with qualifications and experience. Full fringe benefits are included as part of the salary package

Appointment: 12-month appointment

Essential Job Functions and Duties

1. Develop and implement a comprehensive strategic human resources plan and supporting human resource systems.
2. Answer questions, give guidance, resolve problems and otherwise assist prospective, current and former employees regarding matters related to employment and related benefits.
3. Develop and maintain appropriate records for all personnel in such a manner that data may be extracted in an efficient and timely fashion to support all personnel functions.
4. Facilitate and maintain official records for all grievance and complaint processes in accordance with policy, procedure and guidelines.
5. Coordinate and support the recruitment of personnel to include assistance with job description preparation, advertisement of job openings, receiving and processing applications, assisting in the review/interview process; assisting in reference/background checks as necessary.
6. Maintain file of all job descriptions and salary schedules.

7. Coordinate various employee programs including, but not limited to, Employee Education Reimbursement Program, Employee Volunteer Program, etc.
8. Oversee the maintenance of the current applicant pool.
9. Monitor employment actions for compliance with federal and state requirements and various college policies related to personnel.
10. Develop and implement a program for new employee orientation.
11. Maintain, update and distribute employee handbook.
12. Coordinate periodic information sessions on employment and benefit related matters.
13. Assist in work force planning and long-range personnel strategic planning.
14. Participate in the development, review and modification of policies, procedures and guidelines related to human resources, employee benefits and other related matters.
15. Establish and coordinate a clearinghouse of information and resources to assist current and prospective employees to meet their needs in the community including but not limited to: list of realtors, rental opportunities, spouse employment opportunities, social services, and agencies available to assist employees, etc.
16. Advise supervisors/department heads with respect to practical, ethical and legal issues associated with employee counseling and disciplinary actions including termination.
17. Assist former employees with all post-employment procedures, including advising employees on their rights and any benefits they are entitled to.
18. Prepare, oversee and monitor workers compensation claims, reports, inquiries, etc.
19. Oversee the processing of all college payrolls and all payroll related claims and reconciliations.
20. Administer benefits program.
21. Maintain current knowledge of rules, regulations, and law pertaining to employment, payroll, insurance, retirement programs 403(b), Oklahoma Teacher's Retirement 401(a), disability insurance, unemployment, workers' compensation, leave and other personnel matters.
22. Ensures compliance with the federal/state regulations concerning all employee payroll and benefit functions, including but not limited to FMLA, Drug Free Work Place, Wage and Hour/Fair Labor Standards, W-2 preparations, E-Verify, I-9, Open Records and tax laws including taxation of foreign nation employees.
23. Willingness to develop knowledge of Murray State College's mission, strategic plan, purpose, and goals and the role of Human Resources Director in achieving them.
24. Respond to related inquiries and prepare required reports.
25. Maintain time & attendance, leave of absence and time card records.
26. Prepare information for audit purposes.
27. Aggressively seek and implement technological or other advances that serve to streamline processes and improve efficiency.
28. Maintain neat, efficient, up-to-date filing system and records.
29. Attend professional meetings to keep current with areas of responsibility.
30. Assist in training of employees, student workers, etc.
31. Serve on various committees as requested.
32. Participate in community service activities and programs.
33. Accept other duties as assigned.
34. Report directly to the Vice President for Business Affairs.

Required Knowledge, Skills, and Abilities

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Exhibit initiative, mature judgment, resourcefulness, confidentiality and strong interpersonal and communication skills.
- Ability to provide leadership, organize work, and delegate when appropriate.
- Ability to communicate effectively, both orally and in writing.
- Ability to demonstrate problem-solving skills.
- Ability to meet deadlines.
- Demonstrate knowledge of accounting and bookkeeping principles as related to payroll and benefits processing.
- Demonstrate knowledge of, or ability to become familiar with, two-year and/or community college systems in Oklahoma.
- Demonstrate knowledge of, or the ability to learn, computer software and systems relevant to business operations including Ellucian Colleague.
- Demonstrate skills in Excel, Word, and PowerPoint.

Other Ergonomic Requirements

In performing job functions, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. Tasks such as typing and working at a computer keyboard involve extensive wrist and hand movements. All individuals are required to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential function of the job.

Hours

This position will generally require a 40-hour workweek, Monday thru Friday, 8:00 a.m. to 5:00 p.m. However, job responsibilities may require work and/or travel at various hours.

Image

Murray State College employees are expected to maintain a neat, well-groomed and professional image at all times.

Professionalism

Members of Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.

Background Check

The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

NIMS

Please log on to the FEMA website at: <http://www.fema.gov/training-0#item1> to complete your training online. Once completed you may provide a copy to the Office of Human Resources. Courses through executive team required.

To meet objectives of virtual work-related situations and/or extended periods when working from home all faculty and staff must have access to 24/7 reliable off-campus Internet.

Qualifications

Education: Master's degree in human resources, management, general business or related field or other combination of education and experience. Knowledge of general principles of human resources, personnel services, benefits administration, payroll processing, legal and ethical issues, along with local, state, and federal government regulations/laws preferred. Knowledge of payroll accounting principles and practices as well as HR reporting preferred.

Experience: Two-year college and/or university experience in human resources or related area preferred. Experience and/or training in working effectively in a racially and/or culturally diverse workplace. Knowledge of general principles of human resources administration as well as local, state, and federal government regulations/laws related to human resources.

Certifications, Affiliations and Memberships: Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR) or equivalent certifications preferred. Affiliation with Society for Human Resource Management preferred. Membership in Oklahoma Human Resource State Council preferred.

Application Process

Applicants must submit the following:

1. Letter of application
2. Resume
3. Three letters of recommendation or college placement file with at least three recommendations
4. Unofficial college transcripts (for both undergraduate and graduate course work). (NOTE: Official transcript(s) required upon employment.)
5. Murray State College employment application

Mail or deliver application to:

Human Resources
Murray State College
One Murray Campus
Tishomingo, Oklahoma 73460
Telephone: 580-387-7211
humanresources@mscok.edu

Application Deadline: The review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITY EMPLOYER

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.
