

DIRECTOR OF HUMAN RESOURCES

RESPONSIBILITIES AND QUALIFICATIONS

University of the Ozarks invites applications for the position of Director of Human Resources. This position reports to the Vice President for Finance and Administration (VPFA). The Director of Human Resources position has administrative and supervisory responsibility for planning and managing the University's human resources program in accordance with the policies, procedures, and practices of the University and in compliance with all applicable laws. Areas of responsibility include recruiting, staff wage and salary administration, benefits management, employee relations, training and development, human resources information systems, and policy administration.

The Director of Human Resources supports learning through general oversight and coordination of the university's comprehensive human resources functional areas including compensation and benefits administration, recruitment, and employment, leave administration, workers compensation, training and development, employee relations, and compliance. The Director is responsible for assisting the VPFA with the development and implementation of new policies, services, and programs to meet the needs of the campus community.

The Director of Human Resources provides knowledge and guidance on all personnel and human resources subject matters (classification and compensation, recruitment and hiring, employee relations, and leave administration). This person also solves problems and compliance issues based on delegated authority. This position applies critical thinking to methodically and strategically make decisions, solve problems, and foster innovation among the HR team within the department.

University of the Ozarks values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the University's mission are also required.

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The University serves approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit www.ozarks.edu.

QUALIFICATIONS, KNOWLEDGE, AND SKILLS REQUIRED:

Required:

- Bachelor's Degree in Human Resources Management or related field.
- Professional HR certification.
- At least seven years of related experience with at least three years in an HR leadership role.

Preferred:

- Master's Degree in Human Resources Management or related field.
- Experience in higher education or not-for-profit settings is strongly preferred.
- Human Resources Certifications-PHR/SPHR or SHRM-CP/SHRM SCP or comparable HR certifications are highly preferred.
- Proven skills in data collection, information processing, analyzing and summarizing information, prioritization, and problem resolution.
- Experience using Oracle-SuitePeople for creating positions and recruiting.
- Experience using Bernie Portal for benefits management.
- Preferred experience in an academic setting.
- Experience with faculty appointments including faculty recruitment, faculty retention, reappointment, promotion, and tenure processes.
- Demonstrated experience managing and streamlining Human Resource processes.
- Experience in developing successful recruiting strategies for staff, faculty, and non-faculty positions.

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major duties and responsibilities of the position.

APPLICATION PROCEDURES

Review of applications will begin immediately and will continue until the search is completed. Start date of February 1, 2023. Please send a letter of application; resume; and three current letters of reference to: humanresources@ozarks.edu