

Job Title	Director of Employee Resources
PVN ID	VA-1803-002388
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Senior University Dean for OAA
Status	Full Time
Annual Salary	\$90,000.00 - \$110,000.00
Hour(s) a Week	35
Closing Date	Jul 05, 2018 (Or Until Filled)

General Description

The Office of the Senior University Dean (SUD) for Academic Affairs and Dean of the CUNY School of Professional Studies is seeking a Director of Employee Resources.

The City University of New York (CUNY) is the nation's leading urban public university serving more than 540,000 students in matriculated degree, certificate and continuing education programs at 24 colleges and institutions in New York City. The Office of the Senior University Dean (SUD) for Academic Affairs oversees a wide range of programs and initiatives at the University, including adult literacy programs, service learning, early childhood professional development, collaborative programs with the New York City public schools, workforce development and continuing education, as well as programs such as the CUNY Language Immersion Program (CLIP), Accelerated Study in Associate Programs (ASAP), CUNY Start, and the Early College Initiative (ECI).

This is a management position, reporting to the Executive Director of Fiscal Administration. The Director of Employee Resources will exercise independent judgment in planning, implementing, and directing various human resource functions to help achieve the goals and objectives of the unit. Responsibilities include: researching and resolving complex issues, developing policies and procedures, setting priorities, and, in collaboration with the Executive Director, identifying short and long term unit objectives. The incumbent will act as a resource in identifying and supporting various human resource needs in areas including recruitment, employee evaluation, diversity and inclusion, compensation, and job classification.

Other Duties:

- Liaise with stakeholders including Research Foundation of CUNY (RF-CUNY), CUNY, Senior University Dean (SUD) leadership and staff to ensure timely and effective management as it relates to the unit's human resources issues.
- Collaborate with SUD leadership to develop, support and advance the implementation of the unit's diversity and inclusion strategy, including policies, programs, communications, and action plans.

- Evaluate, counsel, and assist managers in the development of the Personnel Vacancy Notices for new and/or replacement positions.
- Partner with SUD leaders to proactively identify organizational challenges and opportunities and make recommendations to address issues.
- Create and oversee SUD's performance review processes and ensure ongoing performance conversations occur.
- Develop and implement procedures for the screening and interviewing of job applicants and implement the use of the training tools developed for the job classification system.
- Working closely with RF HR and CUNY HR provide comprehensive human resources support for employees, including the management of employee relations and general day to day HR activities.
- Proactively identify, manage, and/or mitigate internal and external human resource issues and risks. Manage labor relations issues in accordance with RF-CUNY and CUNY policy.

Other Duties

- Develop, enhance and maintain a manual of personnel and OTPS procedures and management policies.
- Promote a culture and build systems that support collaboration and the integration of knowledge and resources across programs.
- Develop and deliver new-hire on-boarding and engagement processes in partnership with program directors and with assistance of Associate Director of Staff Development and Talent Management. Maintain and enhance diversity in hiring in accordance with RF-CUNY policy and guidance.
- In concert with SUD staff, the Office of Fiscal Administration, and the Associate Director of Staff Development and Talent Management plan and conduct orientation and further develop training for employees.
- Ensure compliance with employment-related laws and CUNY and RF policies.
- Manage, mentor, and delegate work to direct reports. Provide leadership and coaching to encourage growth and development.
- Other duties as assigned.

Qualifications

- Bachelor's degree from an accredited institution required; a master's degree in a human resource- related field preferred.
- Eight years of progressively responsible experience in human resources, workforce development, personnel management, or related field with 3-5 years of leadership experience required.
- Competence in making public presentations and strong written and oral communication skills.
- Ability to interact effectively with diverse staff and external partners at all levels.
- Expertise in handling complex and stressful situations with tact and persuasiveness.
- Ability to work successfully in a fast-paced environment.
- Ability to think strategically and develop programs and plans to achieve organizational goals.
- Demonstrable success in initiating cooperative working relationships, resolving employee concerns, and making timely and effective decisions.
- Demonstrated ability to help others succeed using latest information in the human resources field and to

maintain ongoing professional development initiatives.

- Experience in higher education environment preferred.