



**MERCYHURST**  
UNIVERSITY

501 East 38<sup>th</sup> Street  
Erie, PA 16546  
814-824-2000  
800-825-1926  
[mercyhurst.edu](http://mercyhurst.edu)

## Director of Human Resources

**Location:** Erie

**Department:** Human Resources

**Reports To:** Senior Vice President for Administration and COO

**Full/Part Time:** full-time/exempt

**Closes:** open until filled

### POSITION SUMMARY

Plan, direct, and coordinate human resource management activities of Mercyhurst University to maximize the strategic use of human resources and maintain critical human resources functions.

### DUTIES AND RESPONSIBILITIES

- Establishes Human Resource Department goals, activities, objectives, and policies; hires and supervises HR staff; aligns the staff competencies and talents, as well as the budget and activities of the department with institutional goals.
- Design, develop, recommend, and implement strategies to support, improve and strengthen the Human Resources Department and services.
- Manage onboarding of employees. Consults with managers and supervisors to provide support for recruitment, interviewing and selection of candidates. Specifically responsible for the onboarding and processing of GA and GEs.
- Manage exiting of employees. Conduct and track exit interviews and identify reasons for termination for retention reviews.
- Consults with all levels of faculty and staff to provide effective HR support, including interpretation and communication of policies and procedures.
- Assists senior administration in complying with labor laws, regulations, and EEO policies.
- Advises senior administration on trends or sensitive employee matters that may occur; partners with administration to develop and implement timely and appropriate solutions.
- Assists in management of employee relations and advises on work performance matters, including problem resolution, progressive discipline and annual performance appraisals and career development opportunities.
- Oversee HR staff in management of benefits-related matters. Oversee maintenance of relationship with carriers, enrollment, and monthly bills.

- Oversee faculty and staff employment practices, employee relations, benefits administration, employee database management, payroll review, regulatory compliance, and relevant institution-wide opportunities for training and professional development.
- Oversee and manage maintenance of and changes to HR database and systems, records, and files.
- Analyze data and produce reports, documents, and surveys. Maintain the integrity in systems by running queries and analyzing data. Research and resolve problems, unexpected results, or process flaws, perform scheduled activities, recommend solutions, or alternate methods to meet requirement.
- Analyze and modify compensation and benefits policies to establish and maintain competitive programs and ensure compliance with legal requirements.
- Participate in employee orientation sessions throughout the year to foster positive attitude toward organizational objectives.
- Develop, update, and distribute university human resources policies, benefits plans, handbooks, and procedures.
- Represent organization at personnel-related hearings and investigations, including the submittal of information requested by Unemployment Compensation and other agencies.
- Administer compensation, benefits and performance management systems, and safety and employee outreach programs.
- Ensure employees have current information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
- Maintain records and analyze statistical data and reports to identify and determine causes of personnel-related data, personnel problems, departures and develop recommendations for improvement of organization's personnel policies, practices, and retention.
- Prepare and monitor department operational budget and assist with development and monitoring of annual benefits budget.
- Oversee the evaluation, classification and rating of occupations and job positions and development of job descriptions.
- Coordinate processing of work status adjustment for foreign nationals seeking employment with the institution including verification of employment eligibility; change of status process; initiation of permanent residence process; and other immigration and homeland security compliance mandates.
- Develop and administer special projects in areas such as retirement plan changes and options, pay equity, etc.
- Coordinate employee performance review process and ensure current job descriptions are maintained in files.
- Review and update report outputs that generate from the HR office.
- Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Master's degree or equivalent preferred.
- Certificate in Human Resources or SPHR Certification preferred.
- Documented experience on-boarding and exiting employees required.
- Minimum of five years related experience and/or training; or equivalent combination of education and experience required.

## **SKILLS AND ABILITIES**

- Knowledge of federal and state employment laws and regulations, and OSHA and workers compensation reporting laws and requirements.
- Ability to make decisions, exhibit sound and accurate judgement and makes timely decisions.
- Ability to work independently.
- Ability to delegate work assignments, set expectations and monitor delegated activities.
- Strong and effective verbal and written communication.
- Strong computer skills.
- Strong listening and interpersonal skills.
- Ability to collaborate and recommend options and related sensitively to internal and external colleagues and constituents.
- Experience preparing proposals and presentations.
- Strong organizational skills and ability to manage multiple priorities.
- Ability to work with diverse populations.
- Experience working in Higher Education.
- Knowledge and experience with Colleague UI preferred.
- To perform this job successfully, an individual should have knowledge of Microsoft Access Database software; Internet software; Proficient in Microsoft Office including Microsoft Excel Spreadsheet software and Microsoft Word Processing software.

## **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled or until the date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state, and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

**Candidates must be currently eligible to work in the United States**

