



Position Description

Job Title: Director for Human Resources	
Department: Finance	Hire Date: December 1, 2022
FLSA: Exempt	Work Location: Auburn Campus
Employee Category: Administrative Staff	Work Schedule: M-F 8:00am – 5:00pm
Reports To: Assistant Vice President for Human Resources, Vice President for Finance	Percent Employment: 100 %
Direct Reports: N/A	

I. **Job Summary:**

The position functions as the Human Resource Officer for the Auburn Campus. Duties include employee administration, benefits administration, new employee orientation, payroll administration and support for the business office. The candidate will work collaboratively with other VCOM-campus Directors for Human Resources as well as the Campus Dean at the Auburn Campus. This position may also assist the Vice President for Finance with some budgeting tasks.

II. **Job Duties:**

A. Employee Administration

These duties include originating and maintaining all employee files (including all new fiscal year changes and any successive updates); facilitating the completion of all faculty and staff activity reports; facilitating recruitment for vacant positions and maintaining all recruitment files (including job advertisements, interactions with job candidates and position offers); performing criminal and electronic media background checks; assisting in updating College faculty and staff handbooks; maintaining payroll and human resources information systems, and Excel workbooks utilized by Human Resources for reporting purposes; advising employees and supervisors on resolution of work-place conflicts, best practices related to disciplinary actions process, and other workplace issues. Confidentiality with handling sensitive employee information is imperative.

B. Benefits Administration

These duties include facilitating annual benefits reviews; participating in investigations of changes in fringe benefit programs offered by VCOM; participate in the annual benefits meetings for VCOM employees during open enrollment; maintaining and procuring needed or required benefit information; reconciling benefit expenditures to employee choices; and coordinating periodic benefits audits for accuracy and any legal changes or updates.

C. New Employee Orientation

These duties include assisting new employees with the completion of all required employment forms; performing verification checks for employment authorization; explanation of benefits options; assistance with benefits enrollments; and completion of the personnel file (including preparation for payroll, execution of all benefits enrollments

and filing of all documents in the appropriate areas). Provide a brief summary of VCOM resources and resources available through collaborative institutions. Development welcome packets for new employees and announcements to current employees. Collaborate with Facilities, IT, Communications and Marketing to facilitate photographs, identification cards, building access and IT access.

D. Payroll Administration

Procure and process any and all changes to employees' salaries or wages, deductions, withholdings, and hourly wage timesheets for the Auburn Campus by established deadlines so that semi-monthly payrolls can be paid on the first and sixteenth of each month. This position also will assist in providing account coding for expensing employees' salaries and fringe benefits. This position will also serve as a back-up for payroll entry for the Louisiana, Carolinas and Virginia Campuses.

Maintains employees' leave balances so that appropriate leave balances are reported on employees' leave system profile.

Inform the Assistant Vice President for Human Resources of all additions and changes to employee information including account coding as needed.

E. Training and Education

Remain current with changes in employment law, employee relations, fringe benefits and other human resource topics relevant to VCOM by attendance in conferences, meetings, seminars and webinars in addition to reading articles and publications.

F. Support Business Office

As part of the budgeting process for the upcoming fiscal year, update budget model Personnel Roster information. Data to be updated includes, but is not limited to, account coding for positions, salaries, fringe benefits, CME and dues, loan repayments and salary recoveries. This information needs to be verified and updated continually until the budget model is finalized for loading in the accounting system.

G. Perform other duties as assigned; of particular importance is to assist in preparing for accreditation visits by COCA.

III. **Required Qualifications:**

Education: Bachelor's degree in Human Resources or related field.

Licensure or certification: N/A

Experience: Three or more years of experience practicing Human Resources

Skills required for this position:

- Strong organizational and time-management skills
- Ability to manage multiple priorities and meet deadlines
- Ability to work quickly to complete high-volume duties in an accurate and timely manner
- Detail-oriented
- Ability to work courteously and effectively under pressure
- Strong analytical skills and ability to solve moderately difficult problems

- Excellent interpersonal and communications skills, and strong customer service skills
- Ability to travel occasionally
- Strong computer skills
- Strong team player, willing to collaborate effectively with other campus Human Resources Directors.
- Confidentiality
- Commitment to company values

Preferences may be given to applicants who have the following skills or attributes:

- Master's Degree in Human Resources or related field
- Certification as a Professional in Human Resources (PHR/SPHR/GPHR or SHRM equivalent).
- One year's experience processing payroll
- The ability to learn and work within a college-wide integrated system

Successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

Work environment: Office environment. Outside travel required 0% to 5% of time. The noise level in the work environment is usually minimal, however the reception area with frequent visitors, phone calls and discussions may be distracting.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is "at-will". This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the "at-will" employment status of VCOM employees.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____

Date: _____

Approvals:

Division Officer: _____

Date: _____

Immediate Supervisor: _____

Date: _____

President/Provost: _____

Date: _____