

Job Title: Director of Human Resources
Department: Business Office
Reports to: Vice President for Business Affairs & CFO with strong dotted line to the President of the University

JOB SUMMARY

The Director of Human Resources will serve as a strategic human resources advisor for the university. The Director must have a thorough knowledge of human resources policies and best practices, particularly around equity and inclusion. Reporting to the Vice President for Business Affairs and CFO, but with a strong dotted line directly to the President, the Director will closely collaborate with the President's Cabinet, including the Chief Academic Officer, to develop and shape university-wide human resources policies and help to create a supportive and inclusive work environment.

Duties & Responsibilities

Major duties include, but are not limited to the following:

- Participate in the development of the university's plans and advise on the impact on the university's ability to attract, motivate, develop and retain the people resources.
- Translate the university business plans into HR operational plans. Plan, develop, organize, implement, direct, evaluate and improve the university's human resource function and performance. This includes:
 - human resource planning;
 - organizational structure and development;
 - compensation and benefits programs;
 - employee recruitment and retention;
 - performance management and organization feedback;
 - training and professional development;
 - employee relations and compliance;
 - human resource information system and reporting functions.
 - mergers and acquisition transitioning.
- Advance the University's commitment to diversity, equity and inclusion through supporting inclusive practices.
- Manage departmental tasks / processes to ensure that HR services are delivered, and customer needs are met while fully utilizing and maximizing resources.
- Lead / manage efforts to motivate employees to achieve university's goals and objectives; work with managers to provide effective performance feedback and development opportunities to enhance skills or accomplish tasks; help managers to assess the work of employees, intervening where needed to address performance issues;

- Continually assess the competitiveness of all HR programs and practices against the relevant comparable universities, industries and markets.
- Work collaboratively across the university to advance the strategic goals and support the academic mission.
- Manage the budget and other resources of the human resources department.

Qualifications

Minimum Requirements

- Bachelor's Degree and minimum of five years progressive relevant HR experience, and a minimum of three years' experience showing demonstrated leadership and management skills, or equivalent combination of education and experience.
- Knowledge of federal and state laws related to equal employment opportunity and affirmative action, and experience with effective and inclusive search and hiring processes;

Desired Requirements

- Experience in higher education and faculty hiring.
- A Master's degree in Human Resources Management, Business Administration, Public Administration or a related field.
- Active engagement in ongoing professional development and learning as evidenced through membership and participation in professional HR organizations, SPHR or SHRM-SCP.
- Demonstrated interpersonal skills and ability to advise on and implement organizational change, and to work collaboratively across departments;
- Ability to communicate effectively, both orally and in writing. Ability to keep information confidential. A business partner and team player with strong communications skills who is able to establish credibility throughout the university in order to be an effective listener and problem solver of people issues;
- Strong analytical, critical thinking, creative problem solving, judgment, negotiating, influencing, and strategic decision-making skills. Ability to successfully manage multiple priorities in a complex fast paced environment;
- Demonstrated proficiency with business applications, such as Microsoft Office suite and human resource information systems.

Palo Alto University (PAU), a private, non-profit university located in the heart of Northern California's Silicon Valley, is a community grounded in values of social justice dedicated to addressing pressing and emerging issues in the fields of psychology and counseling that meet the needs of today's diverse society. The students at PAU reflect the diversity of the region, are engaged in their education, and committed to improving the lives of others. The University sees diversity in its staff as very important to serving its diverse student body.

In compliance with law, the University practices non-discrimination in all of its employment practices from recruitment to promotion, etc. PAU fully recognizes and there continues to be systemic racism in American society and seeks to contribute meaningfully to its end.

To apply, please send your Cover Letter and Resume to Lori Thomas at lthomas@paloaltou.edu.