



Job Title: Director of Human Resources

Position Summary: Cheyney University of Pennsylvania invites applicants for the Director of Human Resources. This position will be accountable for all functions and processes of the Office of Human Resources.

Responsibilities:

- Develop strategies and plans to lead the operation of the Office of Human Resources.
- Provide strategies for the Cheyney University President, Executive Team, and supervisors regarding human resources issues, labor relations matters and management rights.
- Maintain a responsive human resources office staff to service the University and its employees.
- Create opportunities for productive cooperation and interaction between management and staff as well as between management and various bargaining units.
- Develop, prepare and present reports to the Executive Team regarding personnel practices, trends, wages, salaries and other personnel matters related to a sound and progressive personnel program.

Performance Management/Staff Development

- Develop an effective strategy to establish and sustain a performance management culture within the University.
- Ensure an effective and meaningful annual performance appraisal and reporting process.
- Provide guidance to supervisors to proactively deal with any poor performers on their teams.
- Develop a strong staff and leadership development plan.

Recruitment and New Employee Onboarding

- Manage the recruitment and selection process for faculty and staff; address related personnel policies and processes to support the university's recruiting needs; and generate appointment letters.
- Develop and manage a campus-wide, new hire orientation program.

Compliance

- Assist with the evaluation and analysis in the position classification process; verify compliance with Commonwealth and CBA guidelines while clarifying job content; manage special classification projects.
- Remain up-to-date on all collective bargaining agreements as they pertain to compensation, leave, benefit entitlements and labor relations issues.
- Develop and communicate university policies and procedures concerning employees within the context of appropriate labor agreements and laws.
- Interpret and administer Pennsylvania employee laws, labor relations agreements, administrative rules, and university policies and procedures.
- Monitor demographic data and trends and take action necessary to uphold the institution's commitment to equal employment opportunities.
- Complete reports or compensation and staffing surveys as requested by federal, state and local agencies; collaborate with Social Equity as necessary.



Cheyney University of Pennsylvania

1837 University Circle

Cheyney, Pennsylvania 19319-0200

hr@cheyney.edu

Requirements: Bachelor's degree in business administration, human resources management, organizational development, or a related field (Master's degree preferred) and a minimum of ten years of relevant experience performing human resources functions (to include: classification and compensation, recruitment and selection, employee relations, benefits coordination, labor relations and professional development training) and a minimum of five years of supervisory experience.

Instructions for Applying:

Please send a copy of your cover letter and resume to Hr@Cheyney.Edu.

All offers of employment are subject and contingent upon satisfactory completion of all pre-employment criminal background checks.