

## **DIRECTOR OF HUMAN RESOURCES**

### **JOB DESCRIPTION**

#### **Nature of the Position:**

The Director of Human Resources provides the overall leadership and management of all efforts related to Human Resources at ISE.

#### **Supervision:**

This position reports to the Chief Operating Officer and supervises the efforts of one support staff.

#### **Principal Activities:**

##### ***Broad HR Responsibilities***

- Coordinate overall recruiting, screening, and orientation of all staff.
- Coordinate annual Employee Retreats and professional development opportunities (seminars, training, etc...)
- Coordinate annual Performance Reviews conducted by VP's and supervisors
- Update, maintain and distribute ISE Employee policies and procedures
- Update and maintain employee Job Descriptions
- Maintain general knowledge of local, state, and federal employment regulations related to non-profit organizations
- Coordinate employee advocacy by providing first line of support for employee grievances and engage either VPs or other external resources (UVa Employee Assistance Program) to address specific situations
- In collaboration with Business and Finance, provide general counseling to employees related to employee benefits
- Develop hiring policies and practices that are consistent with ISE values with respect to professional excellence, diversity, and teamwork.

##### ***Responsibilities Related to Shipboard Temporary Employees***

- Coordinate the overall hiring process including recruiting, screening, hiring, and orientation of all shipboard Temporary Employees for Semester at Sea, Reunions, and Enrichment Voyages.
- Provide qualified candidates and hiring guidance to the Executive Deans
- Coordinate the use Simple Hire online hiring process
- Conduct all necessary screening and background checks
- Work with the COO and CFO to coordinate temporary employee stipends and travel allowance
- Coordinate the collection and processing of all necessary information related to temporary employment
- Issue employee contracts and coordinate communication with all staff leading up to sailing
- Collaborate with Academic Affairs on communication with Faculty on issues related to employment
- Develop strategies for employee online training and other distance-learning practices
- Collaborate with Business and Finance on issues related to payroll and other employee forms

- Coordinate the Faculty and Staff Orientation Schedule including the Administrative Team meeting in Charlottesville with input from the COO and CAO.
- Coordinate the revision, standardization, and maintenance of all shipboard position manuals
- Revise and maintain all shipboard job descriptions
- Coordinate the end of voyage staff reports and compile and disseminate results as directed.

**Requirements:**

- Master's degree in a Business related field or equivalent combination of training and experience
- Minimum three years of professional experience in the field of Human Resources, preferably in higher education or other non-profit organizations
- Strong organizational, communication, and interpersonal skills
- Broad knowledge of information technology tools and strong skills in the use of office productivity tools such as Microsoft Office
- Experience with online training tools preferred