

Phillips Theological Seminary

Position Description for Human Resources Director and Title IX Coordinator

Position: Human Resources Director

Status: Full-time, exempt

Salary Grade/Level/Family/Range: Dependent upon education and experience

Reports to: President

Mission of Position: The Human Resources Director serves in a multifaceted administrative position with primary responsibility for staff recruitment, job safety, employee relations, compensation and benefits, compliance with labor law and Title IX, and training and development of the employed community. While this person reports directly to the president, they will also work closely with the Vice President of Finance and Administration and all supervisory staff. Because Human Resources is a department of one, a breadth of HR knowledge and an ability in all facets of HR work is required.

Areas of Responsibility:

The Human Resources Director is responsible for:

- Recruitment and orientation of a qualified staff, in collaboration with supervisors, to support the educational mission of the seminary
- Provision of a safe working environment for the entire Phillips community
- Development and maintenance of an inclusive and hospitable employee relations program that supports every member of the community in doing their best work
- Oversight and management of all compensation and benefit matters on behalf of employees
- Compliance with labor law and Title IX as Title IX Coordinator
- Encouraging and monitoring training and development of skills, abilities and capacities of staff.

Duties:

The duties of the Human Resources Director include (but are not limited to):

- Maintenance of faculty/staff personnel files and records, including job descriptions and performance reviews
- Development, training and management of the performance review process for the seminary
- Assistance in development of all personnel policies and practices and maintaining them in written form in the HR office
- Maintenance of the Employee Handbook including regular review for updates and revisions as needed and ensuring compliance with all HR-related policies of The Commission on Accrediting of the Association of Theological Schools in the United States and Canada (ATS)
- Coordination with supervisors of individual training programs for all full-time employees including educational opportunities and benefits
- As Title IX Coordinator management of all employee compliance training for Title IX,

ADA, labor law, and other legal requirements mandated by local, state and federal governments

- Facilitation of employee grievance investigations as appropriate, partnering with the seminary's counsel as necessary
- Working closely with Dean of Students and Registrar in ensuring student and employee compliance with FERPA, ADA and other student-related laws
- Development and coordination of annual schedule of employee events for training, development of esprit de corps, and celebration
- Management of employee benefits including life and all medical insurances provided by the seminary, pension fund enrollment and services, flexible spending accounts, COBRA, and all other employee benefits
- Coordination of annual open enrollment activities with appropriate brokers and vendors
- Providing comprehensive employee orientation regarding benefits, personnel policies and practices, and other aspects of employment for all new members of faculty and staff
- Overseeing the hiring process for all members of staff, including contract and part-time employees, from development of advertisements and job descriptions to orientation
- Working closely with Vice President of Academic Affairs and Dean and faculty in hiring of new faculty members and adjuncts
- Working closely with appropriate supervisors in termination of employee decisions, ensuring that local, state, and federal regulations and the policies of the seminary regarding such decisions are followed, and that official records of the decisions and actions leading to them are maintained in accordance with privacy laws
- Facilitation of employee conflict resolution, keeping in contact with employees involved in conflict and their supervisors
- Advising administrators regarding human resource and benefit trends and personnel needs and concerns
- Chairing the seminary's Emergency Preparedness Committee and ensuring that regular training is conducted and that all supplies and personnel lists are up-to-date
- Ongoing knowledge and communication of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Requirements:

The successful candidate will possess the following:

- Bachelor's degree in related field required, master's degree preferred
- Five to seven years' experience in the field of human resources
- Expertise in use of Microsoft Office software products including but not limited to Office 365, Word, Excel, and Powerpoint, Human Resource Information Systems, and other programs used by the seminary in support of its employees
- Thorough knowledge of Americans with Disabilities Act, Title IX, HIPAA, FERPA, COBRA, and other federal and state regulations as they relate to higher education

Excellent interpersonal/written communication skills
Willingness to uphold the seminary's [Culture and Commitments](#) and [Commitment to Engaged Diversity](#)
Strong organizational skills with the ability to prioritize and meet deadlines
Abilities to work both independently on individual projects and as a member of a team with emphasis on collaboration, tact, professionalism, confidentiality and flexibility
Willingness and ability to participate in professional Human Resources organizations and training events

Preferences:

The successful candidate may also possess the following:

Job experience in human resources in higher education

Training with diversity, equity and inclusion programs, intercultural competencies, and experience with anti-racism work

Familiarity with IPEDS reporting

Application Instruction: Please email a cover letter expressing interest in the position, being as specific as you can, and detailing relevant professional experience, education, and training, along with a resume, including the names and contact information of at least three professional references to karen.mcmillan@ptstulsa.edu.

Non-Discrimination Statement: Phillips Theological Seminary accords equal rights and privileges to all members of the seminary community. In the administration of its policies and procedures related to admissions, financial aid, academic programs, and hiring, the seminary does not discriminate on the basis of race, color, national or ethnic origin, age, gender, gender identity, sexual orientation, or disability.