

Assistant/Associate Director, Human Resource Services - 1702901



Primary Purpose: Able to work in a dynamic environment, balancing multiple priorities. Develops collaborative partnerships promoting strong customer service.

This position directs HRIS, Class & Comp, Recruitment/Employment, Training and Development functions within HRS. Will oversee and guide these areas, emphasizing innovative and proactive approaches to providing services. Will oversee/coordinate the implementation of HR System solutions. Will serve as Senior Management contact to The Research Foundation for SUNY (RF).

Required Qualifications:

Must have strong knowledge of HR functions to include HRIS, compensation, talent recruitment & retention, organizational development & training.

Experience with HR information systems is essential. Must have strong listening and communication skills, ability to present information effectively, and to achieve consensus among stakeholders. Demonstrated record of managing teams and leading complex projects effectively.

Requires a sound understanding of employment laws, including visa/immigration laws. Must be able to demonstrate strong independent decision making skills.

To be considered for Assistant Director:

A bachelor's degree and a minimum of seven (7) years of full time, progressively responsible leadership experience in an HR/LR setting, to include 3 years at Management level.

To be considered for Associate Director:

Applicants must have a minimum of ten (10) years of full time, progressively responsible leadership experience in an HR/LR setting, to include 3 years as Assistant Director or equivalent. Must be able to demonstrate strong independent decision making skills

Preferred Qualifications:

An advanced degree. Prefer experience managing a human resources team in an academic/research environment. Prefer experience working in a unionized environment. Prior experience working in a large and diverse organization. HR certifications such as SPHR, SHRM-SCP.

Brief Description of Duties:

Partners with the AD who oversees State & RF Appointments and Payroll, Benefits, Time & Attendance/Leaves & Records & Verifications, in the administration of HRS and in determining HRS staffing levels, allocation of staffing resources and succession planning. Works with Senior Managers to enhance best practices, develop innovative approaches to HR services, supporting the department's mission to provide quality services to our customers.

- Leads and oversees HRIS, Classification & Compensation, Recruitment/Employment, Training and Organizational Development. This involves strategic planning, problem solving, and high level decision making related to each of these areas. Will review recommended enhancements and will oversee their implementation.

- Will work with the Senior Managers/Managers to support training and career development of staff in assigned areas. Will work with Senior Managers/Managers to develop and implement objectives and goals for their sections, and to encourage interface between the groups.
- Works with appropriate stakeholders, develops HR information/technology strategy. Oversees HRIS portfolio to ensure optimization of existing technology solutions. Ensures maintenance of HR data, data procedures and policies.
- With a strong commitment to diversity and inclusion, incumbent will help guide outreach initiatives. Working with Senior Managers of Recruitment and Classification and Compensation will serve as a creative and innovative partner in the recruitment and retention of faculty and staff. Actively collaborates with the Office of Institutional Diversity & Equity.
- Incumbent will interface with State/RF agencies, and other on & off campus agencies. Will represent HRS at various on and off-campus meetings and events. Ensures compliance with SUNY, RF and University policy, Federal and State laws, and collective bargaining agreements.
- Serves as Senior contact for RF on HR related items and coordinates as necessary with office of VP for Research.
- Assist VP HRS in building partnerships & interfacing with Vice Presidents, Deans, Department Heads, University administrators, and various campus constituencies, as necessary, on all matters related to HR administration. Ensure that HRS works closely with VP Coordinators and department administrators to provide strong HR services to our 'business partners. Responds to high level emergency situations, examining problems and delivering solutions.
- Provides campus wide updates on topics. This includes writing informational memoranda for university distribution, developing and delivering presentations. Represents the VP at meetings throughout campus, at RF or SUNY Central.
- Other Duties as assigned

Special Notes: Appointment to Assistant/Associate Director will be made commensurate with experience. This is a Management Confidential position. This is a full time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption.

For a full position description, or to apply on line, visit:

<http://www.stonybrook.edu/jobs/> Req# 1702901