



# Director for Human Resources

**POSITION:** Director for Human Resources  
**SUPERVISOR:** Vice President for Human Resources & The Center for Intercultural Excellence  
**DEPARTMENT:** Office of Human Resources

## TIFFIN UNIVERSITY

**Tiffin University** was established in 1888 and now offers nationally accredited graduate and undergraduate degrees in Business Administration, top-notch bachelor's and master's degrees in Criminal Justice and Social Sciences, and distinctive degrees in the Arts and Sciences. All through our history, the University has nurtured a student-centered setting and a strong sense of real community for our students, faculty and staff. Tiffin University has always believed in offering the highest quality education – “an education for life.”

The main campus in Tiffin is a beautiful 130-acre blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth in Tiffin, TU graduate and undergraduate programs are offered online and at Cincinnati, Columbus, Fremont, Toledo, and at several sites in the Greater Cleveland area. The MBA is also offered at Bucharest, Romania.

From academic programs in sports and recreation management to homeland security/terrorism, communication and management, TU offers more than 25 majors through on-campus and online learning that result in real advantages for our students.

## GENERAL JOB DESCRIPTION

The Director for Human Resources will report to the Vice President for Human Resources and the Center for Intercultural Excellence and will be instrumental with taking a strategic lead in advancing the Human Resources department. The Director for Human Resources will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the University mission and talent strategy.

## MAJOR DUTIES AND RESPONSIBILITIES

### **Supervisory Responsibilities:**

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with University policy.

### **Duties/Responsibilities:**

- Collaborates with senior leadership to understand the University's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, and develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the University's strategy, guiding principles and DEI goals.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; employee recognition, and morale; health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of trends including review of reports and HR metrics from the system (HRIS) or talent management system.
- Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HR staff.
- Performs other duties as required.

### **Required Skills/Abilities:**

Reviewed by HR on 05/2022



- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

## QUALIFICATIONS/SKILLS FOR THE JOB

### **Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource management experience required.
- SHRM-CP preferred.

### **Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

## KEY COMPETENCIES

*Interdependence:* Fosters collaboration

*Communication:* Strong decision making and communication skills

*Accountability:* Formulates effective and progressive strategies aligned with University mission and values

*Respect:* Creates an engaging, collaborative work environment by bringing diverse people and



ideas together.

*Entrepreneurship:* Influences and inspires



*We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.*

*NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.*

*Tiffin University is an Equal Opportunity Employer*