

# **Lackawanna COLLEGE**

## **EMPLOYEE JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR HUMAN RESOURCES**

Lackawanna College is a private, accredited college serving the people of Northeastern and Southeastern Pennsylvania. Our main campus is located in downtown Scranton, and our footprint includes satellite centers in Covington Twp., Hawley, Hazleton, Philadelphia, Sunbury, Towanda and Tunkhannock. Our mission is to provide a quality education to all persons who seek to improve their lives and better the communities in which they live.

We are currently looking for an Executive Director for Human Resources with a proven ability to thrive in a fast-paced environment.

### **ESSENTIAL FUNCTIONS, PRIMARY RESPONSIBILITIES AND OBJECTIVES:**

The Executive Director for Human Resources (“Executive Director”) for Lackawanna College (“the College”) is responsible to lead and oversee the College’s overall HR and HR-related functions. The Executive Director works with the College’s Executive Corps in all departments and divisions, at all locations and sites, to lead and support, in accordance with the College’s policies and practices and applicable laws and regulations, employee recruitment and retention, labor and employee relations, employee performance management and workforce planning and management. The Executive Director is responsible to stay current on changes and trends in relevant employment laws and workplace policies and practices, generally and as particularly applicable to Higher Education.

This position is visible to the College community at all levels and interacts with all constituent groups of the College. The primary work location for this position is the College’s main offices in Scranton, PA, with attendance at other College sites as determined necessary or as assigned.

Some functions performed by this position may at times be done remotely, but the position generally requires regular in-person attendance at the College’s main offices and travel to the College’s off-site facilities or centers, as needed.

### **ESSENTIAL FUNCTIONS:**

1. Translate strategic and tactical business plans into HR applications and actions.
2. Work closely with leaders of the College to provide expertise, thorough analysis and sound reasoning on employment issues such as organization design, employee relations, talent recruitment and retention, performance assessment and management, and change management.

- a. Provide guidance and oversight of employee lifecycle activities, from recruitment and onboarding to performance management and offboarding.
  - b. Provide guidance on compensation, benefits and employee development.
  - c. Develop staffing strategies to identify talent within and outside the College for open or planned positions. Identify good external sources for candidates at all levels.
  - d. Develop and effectively apply compensation and benefits programs to best meet the College's needs and support its programs.
  - e. Collaborate with College's Executive Corps to create standards for employee competency and performance, and establish methods to manage employees who fail to meet them.
  - f. Collaborate with College's Executive Corps on matters of succession planning.
3. Be an effective listener and problem solver of personnel issues.
  4. Develop, implement and apply employment policies, practices and procedures as needed.
  5. Lead and supervise the Human Resources staff, continually improving programmatic efficiency and effectiveness.
  6. Manage HR Department's budget and finances.
  7. Manage the College's human resource information systems.
  8. Maintain knowledge of general and relevant industry-specific HR issues and solutions, including applicable workforce-related laws, regulations, policies and programs, and ensure College's compliance therewith.
  9. Lead the departmental or unit level planning process in alignment with the Institutional Strategic Plan.
  10. Assess HR Department's performance at least annually, report results to direct supervisor; participate in any follow-up or further reviews of Department's performance.
  11. Participate in long-range planning for College's workforce, developing programs, strategies and actions as needed to attract, retain and motivate its human resources.
  12. Participate, as a member of College's negotiating team, in collective bargaining.
  13. Perform other duties as assigned.

### **KEY COMPETENCIES:**

- Strong knowledge of federal, state and local laws and regulations pertinent to the business of the College, particularly as related to human capital.
- Demonstrated ability to think strategically.
- Demonstrated ability to think and operate tactically.
- Collaborative approach in working at all levels of an organization.
- Demonstrated ability to work with peer teams
- Demonstrated ability to communicate effectively in writing, verbally and electronically.
- Demonstrated ability to objectively hear, promptly investigate and appropriately respond to employees, administrators and others regarding HR-related issues.
- Demonstrated ability to counsel employees.
- Strong problem-solving skills.
- Demonstrated ability to multi-task effectively.
- Demonstrated ability to effectively engage in lawful and reliable data collection methods, and HR analytics - both quantitative and qualitative.
- Commitment to the mission of the College.

### **EDUCATION:**

- Bachelor's degree in Human Resources, Business Administration required.

- Master's degree in Management, HR, or related field preferred.
- PHR/SPHR/GPHR certification or other advanced HR certification(s) required.

**EXPERIENCE:**

- Eight (8) years progressively responsible human resources and planning experience with at least five (5) years at a management level, preferably in higher education or a related field.
- Experience in the higher education field is preferred.

**PHYSICAL REQUIREMENTS:**

- Position will require the ability to frequently reach, stand, walk, bend, twist, grasp, sit, talk, hear, see, climb and perform repetitive motions.
- Position will require the ability to lift and carry items up to 20 pounds, and push/pull items weighing up to 50 pounds.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work to be performed by someone assigned to this classification. They are not to be construed as the ultimate or exhaustive list of all responsibilities, duties, and skills required of persons so classified.

All personnel, including someone working in this position, may be required to perform duties outside of their normal duties and responsibilities from time to time, as needed.

Apply at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9d114fa5-887f-4687-9b71-ee538589a4bb&cclid=19000101\\_000001&jobId=554467&lang=en\\_US&source=CC2](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9d114fa5-887f-4687-9b71-ee538589a4bb&cclid=19000101_000001&jobId=554467&lang=en_US&source=CC2)