



JOB DESCRIPTION

POSITION TITLE: Director of Human Resources

DEPARTMENT: Administrative

FLSA: Exempt

REPORT TO: Vice President for Administrative and Student Services

POSITION SUMMARY: The Director of Human Resources is directly responsible for ensuring and directing the transition from applicant to employee and communicating such information as required to the payroll accountant.

ESSENTIAL JOB FUNCTIONS:

1. To prepare and distribute all payroll employment contracts for the College.
2. To perform new employee orientation and other required employee training for the College
3. To disseminate information relative benefits and pay options.
4. To assist employees in the completion of forms required for payroll accounting.
5. To secure and safeguard documents required by the College System Uniform Guidelines for the completion of personnel files.
6. To maintain an accurate and current personnel roster.
7. To maintain up-to-date files for faculty credentials.
8. To maintain personnel files for full and part-time employees with required documentation for external audits and legal requests.
9. To serve as the College's official record keeper for legal service.
10. To oversee the completion of annual Guideline report submitted to Postsecondary officials
11. To perform other job related duties as maybe assigned by the Vice President of Administrative Services or other administrative head(s).