

HUMAN RESOURCES MANAGER

Salary to \$45,000 DOE

SUMMARY: The Human Resources Manager is responsible for supervising the Office of Human Resources (HR) and administering the University policies and procedures related to HR issues and employee benefits.

This position will be responsible for

- Facilitating annual open enrollment benefits related to all insurance benefits.
- Administering new employee orientation programs as needed.
- Responding to complaints and requests for information from the public and employees.
- Coordinating with legal staff to provide information related to policy and procedures to personnel in subjects such as Fair Labor Standards Act, Equal Employment Opportunity, disciplinary actions, use of performance evaluation system and a variety of other personnel issues.
- Coordinating special training assignments for management and conducts various training for employees and supervisors.
- Monitoring budget on a daily basis in relation to area of assignment.
- Coordinating with A-State on payroll documents related to hiring, promotion/demotion and termination.
- Performing other duties as assigned.

This position requires knowledge of the principles and practices of human resources, as well as the knowledge of state and federal personnel laws, policies, and procedures. Experience in spreadsheets and word processing documents is required.

The formal educational equivalent of a bachelor's degree in human resources, public administration, or a related field; plus two years of human resources experience is required. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS.

The University: Henderson is located in Arkadelphia, Arkansas a charming, family-centered community of 11,000 residents situated one hour south of Little Rock on Interstate 30. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic Lake DeGray, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures. Henderson State University is a member of the Arkansas State University System.

Applicants should electronically submit a cover letter, resume, contact information for three professional references and unofficial transcripts to:

Rita Fleming, Vice-Chancellor of Finance and Administration
Henderson State University
flemir@hsu.edu

Applications will not be accepted by phone. Review of applications will begin immediately and continue until position is filled. The final applicant for this position will be required to submit to a background screening including a criminal background check pursuant to university policy. A financial records check, drug screening or driver's record check may be required, depending on the position. The applicant will also be required to provide official transcripts to Human Resources. Under the provisions of the Arkansas Freedom of Information Act, applications are subject to public inspection upon written request. Henderson State University is an Equal Opportunity /Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students.