

Associate Vice President of Human Resources and Payroll

Tracking Code
FY14-82

Job Description

The Associate Vice President of Human Resources and Payroll provides leadership in the planning, development, coordination, implementation, and administration of HR programs and services including Compensation, Employee Relations, Faculty and Employee Recruitment, Payroll, Benefits and Welfare program, Organizational Development including Training and Staff Development, and policy development. This position acts as a senior-level advisor on human resources issues to all levels of employees throughout the college.

The work schedule for this position will be 40 hours per week, Monday - Friday, with flexibility to work additional or alternate times as needed.

College of Southern Maryland conducts background checks in order to ensure the safety and well-being of the college's staff and students. The final candidate for this position will be subject to the following background checks: Criminal History Check and Credit Background Check.

This position is open until filled. For best consideration, apply by 11:59 pm EST Thursday, 05/15/14. The College of Southern Maryland is an Equal Opportunity Employer.

Required Experience

- Master's degree in human resources management or closely related field.
- Minimum of 10 years of experience in human resources that demonstrates progressive growth and leadership. Minimum of two years' experience in higher education preferred.
- Minimum of 5 years of supervisory experience managing multiple Human Resource functions.
- Demonstrated current knowledge of employment law, affirmative action, EEO procedures, industry trends, new developments, and state and federal statutes regulating human resources and payroll functions.
- Experience using mediation and facilitation skills under stressful situations.
- Excellent oral, written, interpersonal, public speaking, and conflict resolution skills; good presentation skills; ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to read, analyze, and interpret complex documents.
- Demonstrated experience with human resource information systems and using data for strategic analysis of HR functions and programs. The ability to think and act quickly to changing situations.
- Excellent budget preparation and fiscal management skills.

Job Location

La Plata, Maryland, United States

Position Type

Full-Time/Regular

To apply for this position, visit our website at www.csmd.edu/employment.

CSM seeks individuals who value & support workforce diversity in all its aspects.

MD Relay Service (800) 735-2258. EOE (M/F/V/H)