

Salary Administration Manager

The University of Louisville is seeking a mid-career HR professional to lead a newly constituted Salary Administration unit reporting to the Director of HR Administration, with primary support staff to be transferred from the Payroll Office to ensure the appropriate segregation of responsibilities between HR and payroll functions. The principal responsibility of the Salary Administration Manager is to ensure that all regular full time and part-time faculty and staff are paid in a timely and accurate manner.

Position Profile

Duties include managing the process of entering all new appointments, promotions, reclassifications, and other salary transactions to the University's HR/Payroll system, while reviewing such transactions for consistent application of University policy; consulting with campus departments and Information Technology staff to design versatile employee data collection mechanisms across existing databases; identifying and implementing strategies to improve existing salary administration and data management processes; assuring the accuracy and integrity of HR data; and generating both ad hoc and recurring management reports.

Qualifications

Position requires a Bachelors' degree and five years of related experience, or equivalent. The ideal candidate will present demonstrated competencies in work flow analysis, process improvement strategies, effective data management, and end-user report definition and generation. Candidate must have the ability to function in a high-volume, fast-paced, deadline-oriented environment while balancing multiple responsibilities and serving diverse constituencies. Experience with an ERP-level HR/Payroll/Position Control system is required; experience in a centralized HR salary administration unit in higher education is strongly preferred. Excellent communication, analytical, team-building, and project management skills and abilities are expected.

Salary and Benefits

UofL salaries are market-competitive and the University offers a generous benefits package including health benefits for employee, qualifying adult, and qualifying dependents; defined contribution retirement plan matching up to 10% of salary; 12-13 holidays; 15-22 days vacation; 12 days sick leave; three weeks parental leave; access to catastrophic shared leave; LTD & life insurance; and tuition waiver benefits for employees and dependent children.

Application Instructions & Search Process

Candidates should submit a letter of interest, resume, and contact information for three professional references through our on-line applicant portal at www.HigherEdDecisions.com. For assistance accessing our application portal, please contact Paula Soder at 502-852-7909. Finalists will be identified on the basis of application review and professional references. Finalists will be invited to participate in a relevant job sampling exercise as part of on-campus visits.

Consistent with the University's EEO/AA & recruitment policies, internal candidates seeking promotion, women, and minorities may receive priority consideration among substantially equally qualified candidates. To assure full consideration, apply by August 15; position will remain open until filled.

The University of Louisville is an Equal Opportunity / Affirmative Action employer striving to achieve excellence through diversity. Women and minorities are encouraged to apply.