

Director of Human Resources Administration

Position Profile

Higher education has changed a lot in the past 20 years; HR policies generally haven't! Tired of just applying rules written for the 19th or 20th century? Come join the University of Louisville HR team and help write new rules for the 21st century. Human Resources' job is to help campus administrators recruit, retain, recognize, and reward top quality faculty and staff. You can help make it happen.

UofL is seeking a mid-career HR professional to fill the position of Director Human Resources Administration, reporting to the Vice President for Human Resources. This position will exercise primary responsibility for undertaking a systematic review of HR policies over the next few years in collaboration with campus constituency groups. Operational responsibilities include salary administration for an employee population of 6,500 faculty & staff and overseeing all administrative functions of Human Resources including budgeting, accounting, records management, IT support, and reception functions.

The position supervises three professional and three classified staff members. For a glimpse of who we are and the aspirations toward which we are striving, see HR's Annual Progress Report for FY 10-11 and Proposed Goals for FY11-12 (posted June 1) under HR Items of Interest at <http://louisville.edu/hr/itemsofinterest>.

Institutional & Community Profile

The University of Louisville is an exciting academic community of people whose ideas and work make outstanding contributions to Kentucky and the nation. Our mission is to become a premier metropolitan research university, nationally recognized for advancing the intellectual, social, and economic development of our community. The university consists of 12 colleges and schools, enrolls over 22,000 students, and employs over 6,500 faculty and staff. Louisville is an exciting, vibrant metropolitan area on the Ohio River in north central KY. Home to the Kentucky Derby and nearly one million people, Louisville still retains a strong sense of community, enjoys a progressive consolidated metro government, and affords its residents a rich and diverse array of cultural, artistic, and outdoor activities and events.

Qualifications, Salary, & Benefits

This position requires a Bachelor's degree and seven years of directly related experience. Master's degree and experience in higher education are strongly preferred. The ideal candidate will also present excellent communication skills, collaborative problem solving ability, demonstrated experience in HR policy application and interpretation, and cost-center program budgeting and accounting experience.

UofL salaries are market-competitive and the University offers a generous benefits package including health benefits for employees, qualifying adults, and qualifying dependents; retirement contributions at 10% of salary; 12-13 holidays; 15-22 days vacation; 12 days sick leave; six weeks parental leave; shared leave; LTD & term life insurance; and tuition waiver benefits for employees and dependent children. Some service requirements apply.

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 and recruitment policies, internal candidates seeking promotion, employees on RIF status seeking re-employment, veterans, women, and minorities may receive priority consideration among substantially equally qualified candidates. To assure full consideration, apply by December 12, 2011; 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.