

ILISAGVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -
Posting Date: October 9, 2017
Closing Date: Until Filled

POSITION: Executive Director Of Human Resources
LOCATION: Barrow, Alaska
REPORTS TO: President
WORK SCHEDULE: Monday through Friday. 8:30a.m. to 5:00p.m.
COMPENSATION: \$ 114,663.78 DOE + Benefits, (Exempt Position)

JOB DESCRIPTION: Oversees, plans, implements, monitors, and evaluates all HR functions for the College, including benefits, policies, programs, processes, and systems; Advises management on key initiatives and HR matters to ensure fair and equitable compliance with College policies and federal/state regulations; Provides general HR assistance to employees, including policy and procedure information, benefits, insurance case management, and advising, as appropriate; Develops, prepares and maintains the Employee Handbook; Oversees the College's recruitment process, including position advertising, application distribution, Search Team formation, background checks, relocation, and New Hire Orientation; Manages the College's benefits program, including health, life, and disability insurance, unemployment insurance, and Workers' Compensation; Manages, analyzes, monitors, and designs strategies for the College's compensation program; Develops, builds, and oversees required training, continuing education and coaching structures for the institution; Oversees and provides HR training and onboarding for supervisors, managers and directors; Ensures that HR staff have the resources, knowledge and training needed to provide professional HR services; Manages the College's performance management program, merit pay plans and grievance processes; In coordination with the President, consults with legal counsel on HR matters as appropriate; Maintains all HR and Safety records, ensures records accuracy via periodic audits, and serves on College's Risk Management Team; Develops and manages the HR budget and approves invoices for payment; Oversees and administers pre-employment and post-accident drug screening; Assists Safety Manager on general safety matters, including accident prevention, job design, and ergonomics; Develops, analyzes and conducts HR surveys and provides reports results as necessary; Participates in appropriate professional development to maintain knowledge of current HR trends, practices, and regulations, including, but not limited to, labor relations, compensation, benefits, diversity issues, and employment legislation; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Interacts effectively in a multicultural environment and engages in Iñupiaq cultural activities in the workplace; Travels periodically; Performs other related duties as required.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Bachelor's degree or equivalent minimum of five years demonstrated professional HR experience with increasing responsibility; Three years of professional supervisory experience and experience providing HR training; Three years of strong managerial skills to include budgets, strategic planning, professional development, employee relations, and performance evaluation; Three years of professional experience managing compensation and benefits programs; Enjoy working with people and are approachable in a genuine manner; Demonstrated knowledge of HR practices, processes, laws, and regulations; Excellent oral, written, interpersonal, and presentation communication skills; Demonstrated ability to interact effectively in a multicultural environment; Demonstrated ability to effectively handle changing, stressful situations; Demonstrated computer skills in MS Word and Excel; Demonstrated ability to maintain high level of confidentiality; Current Department of Transportation drug testing certification or ability to obtain during first ninety [90] days of employment; Ability to travel periodically; Willingness to attend appropriate HR training and professional development; Ability to pass a pre-employment background check; Valid driver's license; Demonstrated experience and knowledge of computer applications; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; and valid driver's license.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Master's degree or equivalent in Human Resources, Organizational Development or related discipline; Eight years of experience working in HR; Demonstrated HR work experience in a post-secondary work environment; Professional SHRM or other HR certification; Demonstrated knowledge with Great Plains database; Three years of experience serving on a Risk Management Team; Demonstrated knowledge of standard workplace safety regulations; Valid driver's license; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:
ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]
-Iisagvik College is a Drug Free Work Place and Equal Opportunity Employer-

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PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

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