STAFF VACANCY ANNOUNCEMENT

Human Resources Director

**Department:** Administration & Finance  
**Position:** Full Time with Benefits  
**Wage:** $56,000-$61,000  
**Union Affiliation:** None  
**Posting Date:** 10/29/14

**Description**

The Human Resources Director leads and administers a comprehensive human resources program, including payroll functions, for The University of Montana Western. This position reports directly to the Vice Chancellor of Administration, Finance & Student Affairs.

The Director is responsible for leadership in and administration of personnel policies and practices including benefits, payroll, talent recruitment and retention, diversity, employee relations, complaint investigations, classification and compensation, performance management and training, HRIS, labor relations and contract administration, employee safety and welfare.

This position prepares monthly payroll content and manages the biweekly staff and monthly student payrolls. In addition, the Director is responsible for managing the master personnel files, compiling and analyzing data and completing regulatory reports on a timely basis. The Director participates on campus and university system committees which may include some travel.

**Required Qualifications**

- Bachelor’s degree in relevant discipline and progressively responsible HR experience, or equivalent combination of education and experience.
- Experience processing payroll and working with enterprise payroll systems.
- Experience establishing effective working relationships with employees at all levels of an organization.
- Demonstrated understanding, knowledge and the ability to interpret human resources and payroll policies, procedures and State and Federal employment laws.
- Evidence of knowledge of all HR functions, with emphasis on benefits administration, recruitment and selection, employee relations, compensation administration, and performance development.
- Ability to develop and manage various projects, including the ability to conduct research, summarize findings, plan and implement various HR projects.
- Excellent leadership, communication, problem solving and conflict management skills.
- Extensive experience with standard office software, database programs and using a complex automated payroll system.
- Evidence of strength in the following areas: oral and written communication, analytical and organizational skills, interpersonal relations and service orientation.
- Evidence of ability to exercise sound judgment and confidentiality, and make effective decisions.
Preferred Qualifications

- Experience in HR within an institution of higher education.
- Experience working in HR within a unionized environment.
- Experience with training and professional development programs.
- Experience with Banner HR system.

Application

The search committee will begin reviewing applications immediately and will continue accepting applications until the position is filled. Send a letter of application addressing the above qualifications/skills, resume and three (3) professional references to:

Susan Briggs, Vice Chancellor of Administration, Finance & Student Affairs
The University of Montana Western
710 S Atlantic St.
Dillon, MT 59725

The University and Dillon Area

The University of Montana Western, located in Dillon, Montana, is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The current campus student headcount is 1,447 and the Full-Time Equivalent (FTE) for student enrollment is approximately 1,392.

Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff choose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion-learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.