

Director of Human Resources

The American Association of State Colleges and Universities (AASCU), a Washington DC-based higher education association with over 430 member colleges, universities, and higher education systems, seeks a **Director of Human Resources**.

The primary responsibility of the Director is to insure the Association programs are implemented through an effective and accomplished work force and for maintaining a positive and productive work environment that is in compliance with applicable Federal and District laws. The Director develops, implements, communicates and manages all aspects of the Human Resources function.

Responsibilities include the following:

Oversees the implementation and administration of Human Resources policies, programs and practices.

Leads the development of department goals, objectives and systems.

Stays current on legal changes or issues that affect or could affect Association policies and procedures and adherence to all employment regulatory requirements.

Oversees the maintenance of records as required by law or local governing bodies and provides analysis of employment data as required.

Responsible for all aspects of employment including staffing needs assessment and budgetary impact.

Plans, develops, implements and administers programs, procedures, and guidelines to help align staff with the strategic goals of the association.

Develops and implements compensation strategies and structures that align with company goals.

Develops and implements competitive benefit programs for AASCU staff with emphasis on competitiveness and cost containment.

Coordinates with managers in the preparation, review and update of a position description for all positions.

Formulates and recommends Human Resources policies and objectives for the association.

Provides a venue to address and ameliorate employee concerns.

Ensures compliance with legislated reporting requirements and due diligence/liability requirements are met. (e.g. Affirmative Action Reporting). Oversees and ensures the application of policies, regulations, and standards relating to the Association's Affirmative Action Plan.

Develops and implements training and development initiatives to address current capabilities and future training needs.

Qualifications:

Bachelor's Degree in Human Resources or other related field

Membership in at least one national professional human resources organization

SPHR or PHR certification

Minimum of eight (8) years as a Human Resources professional; at least 3 years at director level or in a position having similar influence over HR activities of an organization.

Not-for-profit/Association experience preferred

Salary range \$85,000- \$90,000 commensurate with experience. Great benefits. Located near Metro. Resumes accepted until position is filled. . Submit letter of interest and resume to: HR@aascu.org. EOE/AA. Visit www.aascu.or/careers to view a complete position description.