



LEECH LAKE TRIBAL COLLEGE

POSITION TITLE: Director of Human Resources

DEPARTMENT: Administrative

REPORTS TO: President

WORK HOURS: M-F, 8:00 a.m. – 4:30 p.m.

STATUS: Exempt

LICENSE/CERTIFICATION REQUIREMENTS: Valid MN Driver's License and current insurance plan.

SUMMARY:

The Director of Human Resources will provide leadership in ensuring best practices on a wide range of employee relations issues including compliance with policies and procedures, providing advice and guidance on complex and challenging matters, and conducting investigations and preparing reports. The director will serve as a trusted resource and strategic partner to employees, supervisors, managers, and academic and administrative leaders in creating an environment premised on trust and integrity, where all employees can be productive and successful in achieving their professional and career goals and are treated fairly and respectfully.

EDUCATION:

Bachelor's degree in related discipline (Human Resources, Business, Public Administration, Organizational Development, Industrial-Organizational Psychology, or closely related field from an accredited college or university) required. A Master's Degree preferred in an appropriate academic discipline. Must have 3-5 years of relevant experience in higher education. Experience working in a Tribal College setting valued highly

ADDITIONAL QUALIFICATIONS AND SKILLS:

Understanding knowledge of and commitment to the mission, vision and goals of LLTC and ability to clearly articulate those to prospective employees.

Experience working with the Ojibwe community.

Demonstrated commitment to serving a community from diverse backgrounds, interests, goals, and abilities.

Excellent verbal and written communications skills.

Excellent interpersonal skills and a self-starter.

Excellent organizational, planning, and prioritizing skills.

Ability to maintain confidentiality of records and information.

Ability to interpret; adapt; and apply guidelines and procedures.

Ability to work effectively as a team member of LLTC.

Ability to pass pre-employment drug test and criminal background checks.

Native American Preference.

DUTIES/RESPONSIBILITIES:

1. Develop and communicate human resources programs, policies and procedures for College community.
2. Conduct investigations of complaints and grievances in accordance with College policies and procedures. Prepare written reports and findings; maintain appropriate records of all investigatory activities.
3. Serve as the College's Title IX Coordinator. Craft and implement ongoing training, informational and educational programs for faculty and staff; receive, evaluate, and assign complaints for outreach and investigation; track, trend, and report systemic problems relating to complaints to the President; maintain records of files of complaints and investigations; provide consultation to individuals regarding reporting options, employee mandatory reporting obligations, and resources available at the College and in the community.
4. Research and prepare responses to requests for information from regulatory agencies; such as, Equal Employment Opportunity Commission (EEOC), Office of Civil Rights.
5. Participate in hearings or other administrative or legal proceedings as required.
6. Liaise with legal counsel as necessary in carrying out employee and labor relations and Title IX responsibilities.
7. Provide information to the President in responding to and resolving HR-related issues, including but not limited to disciplinary actions, interpretation of regulations and contract language, and employee records.
8. Oversee development and implementation of an equitable wage scale.
9. Administer affirmative action program and reporting.
10. Provide Human Resources related training to college community, e.g., equity in hiring, performance development, supervisor essentials, disciplinary actions, avoiding grievances, workplace behavior.
11. Supervise employees as assigned in areas of responsibility.
12. Create a safe, inclusive working environment, which engenders respect for differences.
13. Provide leadership in accordance with the mission, core themes, objectives and values established by the College.
14. Coordinate performance evaluations and goal setting process.
15. Creates offer letters for new employees.
16. Work with senior administrators
17. Work with Director of Assessment and Institutional Research to develop employee satisfaction survey and other assessments and surveys directly related to the human resource department.
18. Recommend policies and procedures to improve the College's personnel policies and increase the overall effectiveness of the college.
19. Serve as the Title IX Coordinator, Civil Rights Officer, ADA Compliance Officer, and the college benefits administrator.
20. Advertise job openings, screen applicants, and schedule interviews.

Employee Signature: _____ Date_____

President Signature: _____ Date_____