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**POSITION PURPOSE**
The Human Resources Manager, under the direction of the Executive Director, is primarily concerned with the success of achieving organizational goals, strategies and objectives related to personnel management and competencies of Associated Students’ employees. The incumbent manages all functions concerned with human resources including policy, salary and wage administration, strategic initiatives, talent acquisition, training & development, employee benefits, personnel files and records, and compliance with all state and federal regulations in regards to employees.

The Human Resources Manager successfully leads a department of one full-time HR Coordinator, one part-time HR Assistant, and 3 student assistant Receptionists.

**ASSOCIATED STUDENTS**
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San Jose State University.

Current departments under A.S. include Cesar Chavez Community Action Center, Child Development Center, General Services Center, Government Administration, Human Resources, Information Technology, Marketing and Events, Print & Technology Center, and Transportation Solutions.

**KNOW HOW AND MINIMUM REQUIREMENTS:**
A BA/BS degree in a related field along with at least five years of successful human resource management experience is required. The incumbent must have a high regard of integrity and maintain confidentiality at all times. Knowledge in salary administration, personnel policies, performance appraisal, and regulatory compliance pertaining to human resources is a requirement. Good oral, presentation, written, analytical and computational skills are also important, and an understanding of employee/employer relationships is a must. This position requires strong human relation skills and the ability to establish and maintain harmonious relationships with students and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**I. Administration & Development**
Manage and provide leadership to the exempt and non-exempt salary administration plans. Provide training to management staff related to human resource issues. Implement personnel policies through development of appropriate procedures. Facilitate the complete employee lifecycle from recruitment to retirement for all employees of Associated Students. Develop and deliver staff orientation and training programs for both professional and student staff.

**Priority Weight Assigned: 25%**

**II. Benefits Management:**
Develop and implement employee benefit programs in compliance with relevant personnel policies. Provide on-going evaluations of effectiveness and comprehensive program options. Conduct annual
orientation and open enrollment sessions and implementation. Ensure proper administration and updated resources on password protected web based data base.

Priority Weight Assigned: 20%

III. Fiscal Management:
Responsible for annual department budget over $300,000. Maintain successful fiscal management through salary administration and employee benefit management planning and implementation. Develop, implement and monitor annual budget process for the Human Resources Department. Ensure accurate and reliable payroll administration by accounting and finance departments. Manage Work-study payroll as defined by the University.

Priority Weight Assigned: 15%

IV. Compliance Officer:
Counsel and advise staff regarding labor laws and proper procedures for employment practices and wage administration. Monitor the safety procedures of all departments, including but not limited to Risk Management and Harassment Training. Oversee the Injury Illness Prevention Program, Risk Management Policy, and Violence Prevention Program. Responsible to ensure Associated Students’ compliance with all state and federal laws as they pertain to the personnel practices of the corporation.

Priority Weight Assigned: 20%

V. Communication and Customer Service:
Maintain consistent communications with supervisor related to work in progress. Build effective professional relationships with University Departments, Auxiliary Organization Resources, A.S. staff and Student Government Leaders. Develop, implement and monitor employee retention program including but not limited to recognition and appreciation events.

Priority Weight Assigned: 20%

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:

1. Ability to exhibit a high level of confidentiality due to sensitive nature of position.
2. Demonstrates the capacity to work effectively and efficiently in a diverse University environment that is fast paced at times.
3. Ability to work independently with minimal supervision and maintain confidentiality.
4. Excellent oral and written communication skills and the ability to analyze problems, facilitate solutions, and promote Associated Students.
5. Demonstrated knowledge of Microsoft Office, Gmail, Adobe Acrobat Reader, and ADP are a plus.
6. Maintain professionalism at all times while providing positive customer service to students, faculty and staff.

GUIDELINES
This position is exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.
Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE

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