



INSTITUTE OF AMERICAN INDIAN ARTS

HUMAN RESOURCES MANAGER JOB DESCRIPTION

DEPARTMENT: HUMAN RESOURCES
CLASSIFICATION: EXEMPT
REPORTS TO: DIRECTOR OF FINANCE AND ADMINISTRATION
SUPERVISES: ADMINISTRATIVE ASSISTANT

SUMMARY OF RESPONSIBILITIES

Manages and directs the Human Resource functions of IAIA. Responsibilities involve employee recruitment, the hiring process, employee orientation, personnel policies and procedures, employee benefits programs, professional development, human resources systems, data base management and other Human Resources related projects. Supports the mission of the Institute and serves on institutional committees as needed.

ESSENTIAL POSITION FUNCTIONS

- Establish short and long term goals, objectives and priorities in concert with the mission and long range plans of the Institute.
- Formulate personnel policies and procedures that when approved insure their implementation. Annually review policies and procedures for submission to the Finance and Administrative Services Committee.
- Works with all IAIA departments in the management and implementation of Human Resources functions, including job classification, position descriptions, compensation, recruitment, selection process, benefits, performance evaluations, disciplinary actions, grievance process and separations.
- Maintain all employment files, employee contracts, and other documents concerning personnel management.
- Secure outside consultant in support of employee benefits. Together evaluate employee benefits coverage and options available and make recommendations as to benefit program changes.
- Assist in opening and maintaining lines of communication between employees, departments and the IAIA Community.
- In collaboration with the Director of Finance and Administration, President and IAIA counsel ensure compliance with applicable federal laws, employment regulations and policies.
- Review, develop and recommend professional development programs for various employee levels and the organization.
- Interview, recommend for appointment, train, supervises, evaluates and directs Human Resources staff.
- Conduct regular staff meetings to inform, direct and motivate staff.
- Develop and monitor Human Resources department budget(s).
- Other duties as assigned.

REQUIRED EXPERIENCE AND EDUCATION

BA minimum, Masters Degree preferred in Human Resources or related field, plus three years supervisory experience, and five years experience in Human Resources operations. Preferred experience in post-secondary education and experience working with American Indian and/or Alaska Native cultures. Must have professional experience with diverse populations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, techniques and theories of human resource management and public Human Resources administration.
- Ability to interact positively with local, regional, national and tribal staff, labor agencies and organizations.
- Ability to communicate clearly and effectively with all peoples and groups.
- Ability to interact and work successfully with faculty, students and staff as related to job responsibilities.
- Ability to resolve conflicts in a constructive manner.
- Adheres to appropriate standards of conduct as to impartiality and ethics, including confidentiality, integrity and honesty; follows directives; exhibits ability to adapt to changing work environments; cooperates and works respectfully with others; participates in pro-active problem solving; regularly attends job duties, and participates in meeting as required. Refrains from engaging in rumors.
- Must have a pleasant, courteous, and professional attitude and presence.
- Ability to work with minimum supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion on a timely basis.
- Knowledge of word processing and computer capabilities in Word, Excel, Internet.

AGREEMENTS

Occasional out-of-town travel for meetings and conferences using a personal vehicle or company vehicle.

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other instructions and duties. Your evaluation will include assessment of your performance of your job as described in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

EMPLOYEE _____ DATE _____

SUPERVISOR _____ DATE _____

IAIA PRESIDENT _____ DATE _____

Revised 1/08

