

Deputy HR Director (Job S#339)  
Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=191880>

Downloaded On: Dec. 1, 2022 10:10pm

Posted Aug. 8, 2022, set to expire Dec. 8, 2022

<b>Job Title</b>	Deputy HR Director (Job S#339)
<b>Department</b>	
<b>Institution</b>	Tuskegee University Tuskegee, Alabama
<b>Date Posted</b>	Aug. 8, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Human Resources
<b>Job Website</b>	<a href="https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/deputy-hr-director-job-s339">https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/deputy-hr-director-job-s339</a>

**Apply By Email**

**Job Description**

Position Title: Deputy Human Resources Director

Department: Human Resources

Status: Full-time

**Position Statement**

In keeping with the President's commitment to Tuskegee University becoming "One Tuskegee", the ideal Deputy Human Resources Director will possess the willingness to use their expertise in transforming Tuskegee into a leading 21st century living and learning environment.

**Summary**

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Office of Human Resources, including employee relations, recruitment and selection,

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training and employee development, performance management, and safety programs; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Chief Human Resources Officer.

### Essential Job Duties and Responsibilities

Assume management responsibility for assigned serves and activities of the Office of Human Resources including employee relations, recruitment and selection, training and development, safety, and performance management.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures; interpret and apply policies, procedures, rules, and laws in a fair, equitable, and consistent manner.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Assist with planning, directing, coordinating and reviewing the work plan for human resources staff; assign work activities, projects and program; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Confer with management staff on major human resources issues and activities; provide direction and advice as needed; ensure the University is in compliance with all personnel rules and regulations.

Coordinate employee relations activities including employee grievance procedures; respond to employee concerns regarding human resources issues.

Assist with recruitment, interviewing, testing, and selection processes.

Assist with employee benefits and processing of payroll.

Investigate informal and formal complaints of harassment, discrimination, and violations of laws, policies, and procedures; seek resolution of complaints.

Prepare and/or review a variety of reports, forms, memos and correspondence; ensure accuracy and compliance with applicable laws and regulations; distribute documents to appropriate staff.

Assist with select, train, motivate and evaluate human resources personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Assist with the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Serve as the liaison for the Office of Human Resources with other divisions, department, and outside agencies; negotiate and resolve sensitive and controversial issues.

Conduct a variety of organizational and operational studies and investigations; prepare and present recommendations.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in

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the field of human resources management.

Assist with creating campus-wide training and development program and Lunch and Learn program.  
Perform other duties as assigned.

Qualifications (Education, Education, and Specialized Training)

The following generally describes the knowledge and ability required to enter the job

Knowledge of:

Methods and techniques of investigating employee complaints, including discrimination and harassment  
Principles and practices of budget preparation and administration  
Advanced principles of supervision, training and performance evaluation  
Principles and techniques of report preparation  
Pertinent federal, state and local laws, codes and regulations governing human resources management

Ability to:

Oversee and participate in the management of a comprehensive human resources management program including employee relations, recruitment and selection, training and development and performance management.

Oversee, direct and coordinate the work of human resources staff.

Communicate clearly and concisely, both orally and in writing.

Prepare and deliver oral presentations to the President's Cabinet, employee organizations, and community groups.

Interpret and apply federal, state and local policies, law and regulations.

Research, analyze, and evaluate and recommend new service delivery methods and techniques.

Ensure compliance with applicable laws and regulations.

Education/Training:

Master's degree in Human Resources Management or related field from an accredited college or

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university

Must hold an active Human Resources Certification from HRCI or SHRM

Experience:

At least five years of increasingly work experience in human resources

At least three years of work experience involving administrative and supervisory responsibility

Additional Position Information:

Does this position require weekend and after work hours' job responsibilities? Yes

Does this position require travel? Yes

Is this position funded through restricted outside funding? No

If this is a temporary position, what is the end date of the position? No

Salary

Commensurate with education, training and experience

\*\*The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. \*\*

Applications are available at the following link:

<https://www.tuskegee.edu/Content/Uploads/Tuskegee/files/HR/Fillable-TU-EMPLOYMENT-APPLICATION.pdf>

Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of (3) to (5) references (with detailed contact information) and copies of unofficial transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.



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Human Resources Department

Attn: Employment/Recruitment

101 Kresge Center

Tuskegee University

Tuskegee, Alabama 36088

Email Address: [employment@tuskegee.edu](mailto:employment@tuskegee.edu)

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment.

Must be able to pass a background check.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**