

Director of Human Resources, School of Management
University at Buffalo, The State University of New York

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Posted Aug. 24, 2023, set to expire Aug. 4, 2024

Job Title	Director of Human Resources, School of Management
Department	MGT Administration Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 24, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Human Resources
Job Website	https://www.ubjobs.buffalo.edu/postings/44731
Apply By Email	
Job Description	

Position Summary

The Director of Human Resources is an exciting leadership opportunity to manage critical human resource functions and serve as the unit HR officer for the [School of Management](#) at the University at Buffalo. Reporting to the school's Unit Business Officer, this position provides proactive HR generalist support across all funding sources for the school's academic departments, administrative offices, and professional centers. The candidate will need to be comfortable performing both strategic and tactical work while championing change at all levels of the organization. This position will work to optimize the human resources functions in support of the school's mission, vision, and goals while working to align with overall University HR policies and procedures. Successful candidates will develop highly collaborative relationships with counterparts in other units as well as central HR offices.

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The following are key competencies necessary of the role:

- Ability to manage competing priorities.
- Close attention to detail.
- Maintain the highest degree of confidentiality.
- Be thoughtfully responsive.
- Exceptional interpersonal flexibility.

Responsibilities include, but may not be limited to:

- Provide organizational support in the management of all aspects of Human Resources activities.
- Oversight, implementation, and execution of all aspects of recruitment, personnel management, and payroll processes/transactions for full and part-time faculty and staff positions.
- Develop and maintain on-boarding processes for newly hired employees as well as separation plans including exit interviews for departing employees.
- Prepare appointment related communications and required documentation.
- Act as a valuable resource to all employees for questions and assistance relating to human resource matters.
- Maintain records of personnel-related data and ensure all employment requirements are met
- Thorough understanding and application of complex immigration requirements for existing and newly hired employees. Act as primary point of contact with University Immigration Services for all SOM immigration processes, renewals, and procedures.
- Analyze various HR related data points and make recommendations based on conclusions.
- Act as a trusted advisor to the Unit Business Officer on all human resource matters.
- Serve as the school representative on the University HR Administrators group.
- In collaboration with the Unit Business Officer, strategically develop workforce planning and position management within the school.
- Build effective collaborations and partnerships with internal colleagues and key campus partners to create practices that will enhance the HR function within the school.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

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About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree with 3 years of experience **or** master's degree or professional certification with 1 year of experience.

Preferred Qualifications

- Graduate degree in applicable field
- HR certification
- Exceptional commitment to ethics, confidentiality, and professionalism

Contact Information

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

Contact