

Senior Manager of Human Resources
University at Buffalo, The State University of New York

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Posted Oct. 10, 2024, set to expire Aug. 4, 2025

Job Title	Senior Manager of Human Resources
Department	MGT Administration Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 10, 2024
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/53394
Apply By Email	
Job Description	

Position Summary

The **Senior Manager of Human Resources** is an exciting opportunity to manage and innovate critical human resource functions for the [School of Management](#) at the University at Buffalo. This position will oversee all HR operations for the school which is comprised of approximately 25 academic departments, centers, and administrative offices that employ over 160 full-time and 300 part-time employees. This role will need to be strategically focused on recruiting, workforce development, employee relations, and employee engagement – all essential components of the School of Management’s organizational success which reflects our commitment to a growth mindset. This position will provide support across all funding sources and must be comfortable performing both strategic and tactical work.

The School of Management’s mission is to produce principled and insightful leaders who create

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positive change in the world by integrating our [strategic initiatives](#) into all facets of our work. The Senior Manager of Human Resources will identify opportunities that focus on people, processes, and technology to improve organizational performance and that align with the school's strategic initiatives and priorities.

Responsibilities include, but may not be limited to:

- Oversight, implementation, and execution of all aspects of recruitment, workforce development, employee engagement and payroll processes/transactions for full and part-time faculty and staff positions.
- Develop effective onboarding procedures and support supervisors in effect management and development of employees.
- Remain up to date on industry trends, emerging developments, and best practices, along with the latest technologies in workforce planning and identifies appropriate change management tactics to drive organizational alignment. Spearheads process improvement initiatives based on feedback from internal stakeholders as needed.
- Prepare appointment related communications and required documentation.
- Act as a trusted 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.
- Analyzes workforce data, trends, and metrics to make data driven decisions in the development of workforce strategies while understanding how changes in the workforce may impact different areas of the business.
- Act as a trusted advisor to the leadership team.
- Serve as the school's representative University unit HR officers' group.

Additional Information:

1. Learn about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
2. Learn more about what it looks like to be a part of the [University at Buffalo community](#).

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.

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Minimum Qualifications

- Bachelor's degree with 3 years of experience **or** master's degree or professional certification with 1 year of experience.
- A combination of education, experience or relevant military training may be considered in lieu of a Bachelor's degree on a year for year basis.

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