

Job Posting Date: September 18, 2017

Application Review Date: October 2, 2017

Job Title: Director of Human Resources

Location: Mayville, ND

Compensation: Commensurate with education and experience
Competitive fringe benefit package to include:

- Employer paid full family coverage for health insurance
- Retirement plan
- Education tuition waiver benefits
- Additional benefits can be found by [clicking here](#).

Who can apply: Internal/external candidates eligible to work in the United States

Job Description: The Human Resources Director directs Human Resource programs and achieves defined objectives through planning, developing and maintaining services in compliance with established guidelines. Responsibilities include: coordinate recruitment/employment processes; manage employee performance management system including evaluation and corrective action; facilitate orientation and on-boarding processes; perform personnel administrative functions; collaborate with internal and external personnel; and serve as a resource to employees and supervisors on policies and procedures. Provide duties associated with fringe benefits including, but not limited to meeting with new personnel, retirees, non-returning employees. Develop, coordinate, and manage total wellbeing for Wellness Program. Candidates must have the following skills and abilities: effectively communicate with all levels of the organization, solve-problems, make decisions, prioritize multiple projects, collaborate, remain organized with attention to detail, and have exceptional interpersonal skills with the ability to remain discreet with working with highly confidential matters.

Minimum qualifications:

- Bachelor's degree in Human Resources, Business, or related field; may substitute additional directly related work experience for minimum education requirement
- 2 years of experience in Human Resources
- Management experience
- Experience supervising employees
- Experience managing employee performance
- Knowledge of North Dakota and Federal employment laws (FLSA, ADA, FMLA, ACA)
- Proficient in Microsoft Office suite

Preferred qualifications:

- Experience advising managers on employee performance and policy/procedure
- Experience with salary administration
- Experience recruiting and on-boarding talent
- Experience developing and conducting employee training
- Experience working with HRMS software, preferably Oracle PeopleSoft
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification (s)

Applicants should submit the following materials:

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume
4. The names of 3 professional references with each person's position, e-mail address, and telephone number
5. Copy of transcript

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Send application materials to: Crystal Beggs HR Director, 330 3rd Street NE, Mayville, ND 58257 or email to crystal.beggs@mayvillestate.edu

For specific questions regarding this position, contact Crystal Beggs at 701-788-4647 or email crystal.beggs@mayvillestate.edu

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>