The Tower Foundation is San Jose State University's foundation dedicated to philanthropy. This great university has a large, loyal alumni base and their donations, along with those of parents, businesses, private foundations and other organizations have demonstrated the shared belief that high quality public education is the main source of an educated and prepared workforce. The private sector continues to play a role in securing public education's future. San José State powers Silicon Valley and anchors the nation’s tenth largest city, providing more graduates to high tech employers than any other institution of higher learning.

A. POSITION PURPOSE

Reporting to the Tower Foundation Chief Operating Officer, the Director of Human Resources is responsible for workforce planning and recruitment, compensation and benefits administration, payroll administration and analysis, workers’ compensation, disability and leave management, new employee orientation, and HR administration.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Workforce Planning and Recruitment
   a. Works with SJSU faculty, administrators and other campus stakeholders to recruit and hire student assistants, temporary and permanent employees. The Director of HR offers a high level of support to hiring managers and applicants during recruitment and after hiring. Such support includes assistance with preparing position descriptions, providing guidance on appropriate salaries and benefits, posting positions, screening applications and ensuring that Tower policies and all applicable Federal and California laws are complied with.
   b. Leads new employee orientation.

2. Payroll Administration
   a. Review and approves payroll prior to transmission.
   b. Responds to employee payroll questions.
   c. Reviews and approves payroll checks and payroll journal entries.
   d. Reviews W-2s prior to issuance.

3. Compensation and Benefits Administration
   a. Advises, develops and implements compensation plans for Tower employees.
   b. Ensures benefits are comparable with SJSU and other campus auxiliaries.

4. HR Administration
   a. Identifies and manages statistical reporting needs (e.g., turnover, headcount, payroll) as required by senior management and/or applicable laws.
   b. Analyzes benefits costs and forecasts future benefits costs on an annual basis.
   c. Maintains Tower HR policies.
   d. Responsible for payroll, benefit and workers' compensation audits.

5. Risk Management
   a. Orders certificates of insurance and travel insurance
   b. Maintains insurance policies
C. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. EDUCATION AND/OR EXPERIENCE
   a. The position requires a senior level HR professional with a minimum of seven years relevant experience and competency in all areas of HR management; BA/BS in Human Resources preferred.

2. KNOWLEDGE, SKILLS AND ABILITIES
   a. Experience in an academic environment or comparable setting strongly preferred.
   b. Superior critical and analytical skills with solid knowledge of federal, state and local employment law, ability to decipher complex issues and make sound business decisions.
   c. Strong planning and organizational skills with the ability to independently prioritize and manage workflow and projects, use time efficiently and develop realistic action plans to meet deadlines. Work accuracy and data integrity for reporting information is extremely important.
   d. Must be an effective team player with the ability to influence in a diverse work environment.
   e. Excellent self-management skills with the ability to work independently, show initiative and make good decisions that affect positive outcomes. Demonstrates resilience at adjusting to changing situations, overcomes obstacles and effectively resolves issues.
   f. HRIS and Paychex experience strongly desired; Microsoft Excel and Word proficiency required.
   g. Ability to maintain confidentiality and appropriately handle sensitive communications with employees and their supervisors.
   h. Strong oral and written communication skills.

D. PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

E. WORK ENVIRONMENT

This is a typical office environment with standard equipment and tasks. Position is required to work at a computer for long periods of time.

Hiring Range: $105,000 - $120,000. A generous employee benefits package will be offered.

To apply for this position, submit a cover letter and resume to towerjobs@sjsu.edu.

Applications without all required information will not be considered

Tower Foundation is not a visa sponsoring organization.

Tower Foundation employment is separate and distinct from San Jose State University or State of California employment. Tower Foundation is an Equal Opportunity Employer committed to nondiscrimination on the basis of race, color, creed, religion, ancestry, sex, gender, gender identity, gender expression, genetic information, pregnancy, sexual orientation, age, medical condition, military service, veteran’s status, marital status, national origin, physical or mental disability, or any other status protected by federal, state or local laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

Final candidates will be required to complete a background check. The standard background check includes: criminal check, employment and education verification.