

POSITION DESCRIPTION

Position Title:	Human Resources Manager
Department:	The Tower Foundation of San Jose State University
Salary:	\$95,000 - \$115,000
Exempt Status:	Exempt

The Tower Foundation of San Jose State University (“Tower”) is SJSU’s foundation dedicated to philanthropy. Established in 2005, it is responsible for stewarding the university’s endowment, building a culture of philanthropy among its alumni and providing the highest quality service to the university community.

General Nature of Position:

Reporting to the Chief Operating Officer, the Human Resources Manager 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. This is a meaningful role, as the Human Resources Manager represents the face of the Tower employee experience. This role requires a proactive approach in anticipating needs, an eye for problem solving and excellent customer service skills.

Essential Duties and Responsibilities:

The Manager’s responsibilities include, but are not limited to:

Workforce Planning and Recruitment

- Works with SJSU faculty, administrators and other campus stakeholders to recruit and hire student assistants, temporary and permanent employees. The HR Manager 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.
- Plan & lead new employee orientation.

Payroll Administration

- Review and approves payroll prior to transmission.
- Responds to employee payroll questions.
- Reviews and approves payroll checks and payroll journal entries.
- Reviews W-2s prior to issuance.

Compensation and Benefits Administration

- Advises, develops and implements compensation plans for Tower employees.
- Ensures benefits are comparable with SJSU and other campus auxiliaries.

HR Administration

- Identifies and manages statistical reporting needs (e.g., turnover, headcount, payroll) as required by senior management and/or applicable laws.
- Analyzes benefits costs and forecasts future benefits costs on an annual basis.
- Maintains Tower HR policies.
- Responsible for payroll, benefit and workers’ compensation audits.
- Supervise a team of up to two direct reports

Qualifications:

The ideal candidate will possess the following qualifications:

Education /Experience:

- The position requires a HR professional with a minimum of five years relevant experience and competency in all areas of HR management.
- BA/BS in Human Resources preferred.
- Successful candidate must be able to perform the essential job functions and responsibilities.
- Experience working within a diverse organization and awareness of, and sensitivity to, working with a multicultural population.

Knowledge, Skills and Abilities:

- Experience in higher education, non-profit or comparable setting strongly preferred.
- 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.
- 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.
- Must be an effective team player with the ability to influence in a diverse work environment.
- 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.
- ADP, HRIS and Paychex experience strongly desired; Microsoft Excel and Word proficiency required.

APPLICATION PROCEDURE

To apply for this position, submit a resume, three professional references and letter of interest to towerjobs@sjsu.edu.

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, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status, consistent with all applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self-disclose.