Wofford College is a place where thought leads, where ideas are celebrated and problem-solving is expected. Wofford invites applicants who are focused on student success and excited to join a community committed to preparing thought leaders.

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. A Phi Beta Kappa college (chartered in 1940), Wofford offers 27 major fields of study to a student body of 1,775 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful and supportive graduates, Wofford is recognized consistently as a “best value” and for accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 20 NCAA Division I athletics teams.

Wofford College invites applications for Director of Human Resources. The Director of Human Resources provides leadership and guidance for human resources activities. The Director of Human Resources reports to the President, acts as an advisor to the senior leaders, and directs the staff members and day-to-day operations of payroll and all functional areas of human resources.

The Director of Human Resources is a full-time position located on campus. Office hours are 8:30 a.m. to 5 p.m., Monday through Friday.

RESPONSIBILITIES

- Collaborate with leadership to define, design, implement and administer comprehensive human resources programs.
- Ensure that the human resources and payroll team is available to provide service-oriented guidance on employment and payroll matters.
- Develop an excellent working knowledge of policies and effectively integrate new and modified policies.
- Collaborate with leadership and outside counsel as necessary to ensure compliance with applicable laws and regulations.
- Lead the initiative of deploying a human resources information system. Review and modify, as necessary, the human resources and payroll workflows and processes.
- Work with hiring managers to develop and execute a strategy to attract and retain the best talent. Establish recruitment best practices that result in the hiring of a diverse, high-performance workforce in a timely manner. Lead the organization in identifying talent needs, hiring, developing and retaining outstanding people.
- Develop and implement a comprehensive new employee orientation program.
- Research, develop and implement competitive compensation, benefits, performance appraisals and other employee programs, including health insurance programs, leave policies, workers’ compensation and disability.
- Ensure employment and payroll policies and benefits programs are compliant with applicable
employment laws, regulations and requirements.

- Prepare and manage human resources’ budget.
- Collaborate with department directors to determine job needs and FLSA classifications, and create job descriptions and postings.
- Drive annual talent and organizational review processes to support a performance-driven culture.
- Anticipate, identify, investigate and facilitate resolution of employee relations issues consistent with policies/practices/priorities as well as legal considerations.
- Coordinate H-1B and Perm Labor processing for foreign national employees with immigration attorney.
- Stay abreast of current developments in labor law, wage and hour, ERISA, ACA, FMLA and other emerging issues relevant to payroll and human resources management in a higher education environment.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor’s degree in human resources, business or a related field preferred, along with a minimum of seven years of progressively responsible work experience with demonstrated competence in performing and managing all functional areas of human resources.
- Experience with varied human resources information systems.
- Proficient with Microsoft Office or related software.
- Excellent interpersonal and customer service skills, with the ability to maintain composure in high stress situations and remain flexible despite interruptions and/or routine changes.
- Thorough knowledge of employment-related and payroll laws and regulations.
- Ability to organize and complete multiple assignments on time with accuracy and minimal supervision.
- Demonstrated success in leading the work of others and collaborating cross-functionally to meet deadlines, manage projects and execute a wide range of human resources activities.

The Director of Human Resources works independently under general supervision and must use extreme discretion to exercise independent judgement to manage confidential and privy information, data and situations.

APPLICATION PROCESS

Resumes should be submitted to knuppsl@wofford.edu with subject line Director of Human Resources.

EEO STATEMENT

Wofford College values diversity within our students, faculty and staff and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and local laws. For information about Wofford’s Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.