JOB DESCRIPTION – CHIEF OF STAFF & EMPLOYEE RELATIONS  
SOUTHWESTERN CHRISTIAN UNIVERSITY

I. POSITION TITLE: Chief of Staff & Employee Relations [CSER]

II. POSITION SUMMARY:

The Chief of Staff & Employee Relations [CSER] is responsible for a wide range of duties that lead to the health of the entire University; and for providing leadership and effective management in all areas of staffing and personnel, administration, project completion, and all human resources [HR] operations of the University.

The CSER serves as the principal liaison for all University offices regarding HR-related matters. The CSER is also responsible for ensuring that all personnel actions and activities are compliant with relevant Federal, State, and University policies. Successful candidates will have excellent communication and team building skills, the ability to multi-task, and solid leadership skills. On a daily basis, the CSER is amenable to the President and the Vice-President for Fiscal Affairs.

III. UNIT/DIVISION: Office of the President & Vice-President for Fiscal Affairs

IV. EMPLOYEE CLASSIFICATION: Staff

V. JOB CLASSIFICATION: Exempt

VI. ACCOUNTABLE/REPORTS TO: Vice-President for Fiscal Affairs (Primarily)

VII. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING: Administrative officers of the President’s Cabinet.

VIII. PERSONAL CHARACTERISTICS, SKILLS, AND MINIMUM EXPECTATIONS:

EDUCATION: Masters Preferred, Bachelor’s degree in a field of study directly relevant to human resources with HR Certification required.

EXPERIENCE: Minimum of Three (3) years human resources experience in a similar setting. The successful candidate must demonstrate a strong working knowledge of federal and state employment laws and regulations (e.g., FLSA, FMLA, ADA, ADEA).

FAITH COMMITMENT: Committed Christian who cherishes the values of the Pentecostal, and Wesleyan-holiness tradition; Ability to articulate and promote a philosophy of Christian higher education in the Wesleyan tradition; Commitment to and involvement in
a church fellowship; Demonstrated integrity, honesty, fairness, and high moral, ethical, and spiritual values; Evidence of Christian humility, service, and character that engenders trust and confidence.

PERSONAL CHARACTERISTICS: Learner centered; energetic; collaborative leadership style with ability to work across multiple functional areas to achieve university goals and objectives; customer-oriented attitude; excellent organizational and computer skills; self-motivated and goal oriented; ability to facilitate team effort as well as ability to work independently; excellent written/oral and interpersonal communication skills; ability to work quickly to meet deadlines; a team player and team builder who is collegial and collaborative in decision making; strong work ethic, and willingness to learn and improve in all aspects of the position.

IX. DESCRIPTION: SPECIFIC DUTIES AND RESPONSIBILITIES

Appointments and Hiring: Oversee review and approval of faculty and staff hiring and appointments within the work unit and assure these activities are conducted in accord with all Federal, State, and University guidelines. Provide support and oversight of employee background and credential checking and assure employee onboarding activities are conducted in a timely manner.

Leadership: Provide leadership and effectively manage all staff and personnel members, and ensure that all project members are completing tasks diligently and on time. Ability to effectively communicate verbally and written and establish a strong and positive working relationship with all employees through effective use of team-building skills.

Campus Community Liaison: Model Christian discipleship and servant-leadership, and ensure the spiritual commitments of Southwestern Christian University. Model a visibly active role in the life of Southwestern Christian University through attendance at university events and participation in key community activities.

Compensation Policies and Employee Reviews: Assist the President’s Cabinet with developing organizational structures that enhance effectiveness and reduce administrative costs. Consult supervisors on writing and developing job descriptions to meet staffing needs and employee reviews. Assist the President’s cabinet with planning and establishing compensation plans and philosophies, and provide consultation on salary administration and recommend appropriate salary actions.

Benefits and Leave Administration: Assist employees in addressing questions or issues regarding benefits, time reporting, or leave issues in consultation with appropriate supervisors in the applicable University unit. Assure that key benefits and payroll information is appropriately disseminated and provide oversight of time reporting practices and business processes within the work unit to assure accuracy and timeliness.

Policy, Planning and Process Improvement: Develop, plan, and implement human resources policies, procedures, and best HR practices across the University. Actively participate in strategic planning, standing committees or other working groups. Assure that HR transactions are processed in a timely and accurate manner. Track and analyze
key metrics to monitor employee satisfaction.

X. UNIVERSITY PREROGATIVE: Perform other duties and responsibilities as assigned or deemed necessary by the University.

*Southwestern Christian University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution*