



Director of Human Resources

July 2022

Calvary University is seeking an enthusiastic, ministry-minded professional to serve as our **Director of Human Resources**. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to a Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed [application](#) to Calvary University at humres@calvary.edu or fax to 816-425-6138 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147

Job Title: Director of Human Resources
FLSA Status: Full-Time, Exempt with benefits
Reports to: Chief Financial Officer

The Director of Human Resources focuses on driving human resources strategy to support a culture that enables all staff and faculty to fulfill their roles in meaningful and effective ways. The Director of Human Resources is a valued member of the leadership team and proactively recommends, implements, and evaluates strategies and plans that will assure that Calvary University attains its objectives related to the employee resources of the University. The Director of Human Resources understands the business needs, drivers, strategies, goals, and expectations of the University and relies on his or her experience in higher education and best practices within the field, to collaborate with, support, and influence a diverse group of staff and faculty.

I. CALVARY UNIVERSITY VALUES

Calvary University values employees who are committed to and demonstrate excellence as (1) practitioners, leading by example, and contributing through service and ministry in their respective fields, (2) capable mentors, and disciplers, able and eager to use their knowledge, experience, and maturity in support of Calvary University's mission, and (3) skilled in developing strategic partnerships and collaborations to benefit their departments and to continually improve the quality of investment in Calvary University's students.

II. GENERAL EXPECTATIONS

This document describes duties that Calvary University expects of the Director of Human Resources. These may change with each year, through discussions between you and your Department Head. Your performance will be reviewed and evaluated on the basis of how well you fulfill these duties. The responsibilities for this position will include some or all of the

following: (1) leadership and service, (2) mentoring and discipling, (3) and administrative, cooperative and collaborative efforts. Staff responsibilities may include involvement in off-campus, evening or weekend duties, as well as other Calvary community efforts, as Calvary leadership requires.

III. STAFF RESPONSIBILITIES

As Practitioners

Calvary University staff are expected to lead by example in spiritual growth and maturity, and are expected to be engaged in external service or ministry, using their skills and training to benefit the church and the broader community as well. Calvary staff will attend required meetings such as chapels, assemblies, staff meetings, and other special events on campus, will serve on committees as assigned, and will participate in workdays and other service opportunities. Staff are expected to serve in a collegial fashion and in accordance with Biblical, professional and ethical principles when dealing with other staff members, faculty, students, administrators, and members of the public.

As Mentors, and Disciplers

Calvary University staff are expected to fully support the mission and process of Calvary University and ground their work in the Biblical worldview in order to serve as examples to the student body. Staff are expected to work effectively and efficiently, employing best practices and application of appropriate tools and technology.

As Department Builders

Calvary University staff are expected to identify, develop, and maintain strategic partnerships with church and industry partners to help build the department and the greater Calvary community. Staff will participate in the development and evaluation of departmental operations and assessment of processes.

IV. REQUIREMENTS

Personal

Calvary University requires that all employees have a personal faith in Jesus Christ, demonstrate commitment to growth and maturity in Christ, agree unreservedly with Calvary University's statement of faith, and be active in a local church.

Interpersonal

Calvary University staff must demonstrate skill in communicating effectively and integrating into a team environment. Staff must demonstrate functional, organizational and administrative skills requisite to their areas of responsibility. Staff must demonstrate capacity to build up and encourage colleagues as part of a larger team with a common mission.

Professional

The Director of Human Resources must have a bachelor's degree in an appropriately specialized field and at least three years of experience in higher education human resources or five years of relevant professional experience. Master's degree and certifications in human resources are preferred.

The Director of Human Resources must also possess the following professional skills:

- A thorough knowledge of HR policies, procedures and practices, university benefit programs, personnel administration systems, salary administration, recruitment techniques, EEO/AA, and relocation procedures.
- A knowledge of federal and state laws as they relate to HR issues; exploration and production business acumen is preferred in this position.
- Excellent interpersonal and communication skills.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Demonstrated ability to multitask efficiently in a fast-paced environment.
- Exhibited proactive, service-oriented manner and ability to deal effectively with a diverse and demanding client base.

V. ACCOUNTABILITY

Calvary University staff will report directly to their respective Director or Supervisor. Staff performance will be evaluated annually by the Director, based on the order of priority of responsibilities listed in Calvary University's Values.

VI. SUMMARY OF RESPONSIBILITIES

General Responsibilities

The Director of Human Resources develops University strategies by identifying and researching HR issues; contributing information, analysis, and recommendations to University strategic thinking and direction; establishing HR objectives in line with University objectives.

Implements HR strategies by establishing department procedures, talent acquisition, staffing, employment processing, compensation, health and welfare benefits, records management, safety and health, employee relations, AA/EEO compliance, and labor relations.

Manages HR operations by supporting the recruiting, selecting, orienting, training, coaching, counseling, staff and faculty; planning, monitoring, appraising, and reviewing staff and faculty job contributions, maintaining compensation, determining production, productivity, quality, and customer-service strategies; resolving problems; implementing change.

Specific Responsibilities

- Responsible for oversight and administration of all HR services and functions, including staffing (planning, recruitment, and hiring of staff and faculty), compensation and benefits, payroll processing, legal compliance and development of policies, professional development, performance management, employee communications pertaining to HR issues, and employee relations.
- Performs other related duties as assigned.

Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap or veteran status.