



## Job Description

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 [Staff Application](#) to Calvary University at [humres@calvary.edu](mailto:humres@calvary.edu) or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147.

|               |                             |
|---------------|-----------------------------|
| Job Title:    | Director of Human Resources |
| Reports To:   | Chief Financial Officer     |
| FLSA Status:  | Full-time, Exempt           |
| Salary Range: | \$40,000 to \$45,000        |

### Job Summary

The Director of Human Resources manages all human resources functions in a one-person role, including onboarding, employee retention, developing and implementing HR policies that reflect the university's mission and values, promoting staff training and development, handling employee relations and conflict resolution, and ensuring compliance with employment laws. Additionally, the HR Director oversees employee benefits and compensation, maintains personnel records, and supports initiatives that align with the University's mission and values.

### Job Responsibilities

- Develop and implement HR strategies that align with the university's mission, vision, and goals.
- Serve as a trusted advisor to employees, providing guidance on HR-related matters, such as employee benefits, policies, and procedures.
- Investigate and resolve employee complaints and concerns in a fair and timely manner.
- Coordinate the hiring process, including creating job descriptions, advertising positions, and performing background checks.
- Manage a comprehensive onboarding program to ensure new employees have a smooth transition into the university.
- Coordinate new employee orientations, including paperwork, benefits enrollment, and department introductions.
- Administer employee benefits programs, including health insurance, retirement plans, and other benefits.
- Conduct compensation reviews to ensure fairness and equity.
- Ensure compliance with relevant laws and regulations, including employment law, equal employment opportunity laws, and worker's compensation laws from multiple states.
- Maintain accurate records of employee data, performance evaluations, and personnel actions.
- Manage HR administrative tasks, including maintaining employee records, processing payroll twice a month, and responding to employee inquiries.
- Coordinate employee Years of Service award presentations.
- Develop and maintain effective communication channels with employees, departments, and senior leadership.
- Chair the Handbook Committee and serve on other committees as assigned.

## **Job Qualifications**

### **1. Required Qualifications**

- Bachelor's degree, preferably in Human Resources, Business Administration, or related field.
- Strong understanding of Christian higher education and ability to integrate biblical principles into HR practices.
- Excellent communication, interpersonal, and problem-solving skills.
- Excellent organizational skills; highly detail-oriented; proven ability to effectively multitask.
- High level of comfort with navigating complex legal documents and regulatory requirements, with the ability to translate them into practical actions.
- Proven ability to work independently with minimal supervision.
- High proficiency in Microsoft Office suite.

### **2. Preferred Qualifications**

- Minimum 5 years of experience in an HR generalist or specialized role (e.g., recruitment, benefits).
- Master's degree and certifications in human resources
- Strong understanding of employment laws and regulations.
- Proficiency in HR software applications (e.g., HRIS, payroll systems).

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