

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION	Director of Human Resources (Full-Time, Benefitted)
APPLY BY	June 13, 2025
HIRE DATE	June 27, 2025
DIVISION	Human Resources
REPORTS TO	Chief HR Officer
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	May 30, 2025

SUMMARY

The Director of Human Resources plays a key role in supporting the college in all aspects of HR operations and strategy. This position involves collaborating with various department leads and managing employee relations. The position is responsible for professional development, compensation and benefits, onboarding, implementing HR policies, and contributing to the overall development of a positive and productive work environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Supervise HR staff:
 - Responsible for overseeing HR employees to ensure efficient operations and achievement of organizational goals.
 - Provide direction and support for HR employees, evaluate performance, and set expectations.
 - Emphasize clear communication and building relationships to lead by example.
- Manage Employee Relations:
 - Coordinate supervisor meetings to ensure communication is consistent across campus.
 - Address employee questions and concerns, provide guidance and resolution.
 - Assist in conducting investigations and addressing employee complaints or conflicts.
 - Collaborate with management to create and maintain a positive work environment and culture that aligns with the college strategic directions.
 - Lead HR-related committees.
- Maintain HR Policies and Procedures:
 - Support the development, implementation, and communication of HR policies and procedures.
 - Ensure compliance with labor laws, regulations, and company policies.
 - Assist with Title IX and EEO compliance.
 - Assist in the enforcement of disciplinary actions when necessary.
- Administer Benefits and Compensation:
 - Administer employee benefits, including health insurance, retirement plans, and FMLA.
 - Address employee questions related to benefits and complete the enrollment processes.
 - Manage compensation processes.
 - Assist with the annual compensation adjustment process.
 - Provide multiple avenues of communication and training for employees.
- Oversee Recruitment and Onboarding:
 - Assist in the development of job descriptions and job advertisements.
 - Source candidates through various channels, including job portals, social media, and referrals.
 - Oversee coordination of interviews, assessments, and background checks.
 - Manage facilitation of the onboarding process for new hires, ensuring a smooth transition into the organization.
- Oversee Performance Management Process:
 - Assist in the performance appraisal process, providing guidance to managers and employees.
 - Maintain performance records and facilitate discussions on career development.
 - Assist supervisors with performance management and coaching.
- Manage Training and Development:
 - Collaborate with all areas of the college to coordinate learning academies and in-services.
 - Identify training needs and assist in developing training programs and workshops.
 - Monitor and assess the effectiveness of training initiatives.
 - Manage professional development related grants.

- Manage the annual professional development plan process.
 - Manage the Faculty Qualification Assurance System (FQAS) internal process, monthly meetings, and annual updates.
 - Manage succession planning process.
- Responsible for HR Metrics and Reporting:
 - Compile and maintain HR data for reporting purposes.
 - Generate reports on key HR metrics, such as turnover rates and employee satisfaction.
- Oversee HR Projects and Initiatives:
 - Contribute to HR or college projects as part of the council structure.
 - Attend trainings and webinars to stay updated on HR trends and best practices.
 - Propose innovative ideas in all HR related activities.
- Additional duties as assigned.

TRAINING AND EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or a related field (master's degree preferred).
- Minimum of 8 years of experience in human resource management, benefits, or related roles.
- Ability to maintain confidentiality and handle sensitive information.

KNOWLEDGE

- Strong understanding of labor laws, regulations, and HR best practices.
- Payroll knowledge for mid to large size companies.
- Proficiency in HR software and Microsoft Office Suite.

SKILLS

- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Attention to detail and high degree of accuracy.
- Problem-solving and conflict resolution skills.

PHYSICAL REQUIREMENTS STATEMENT

- Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs

For questions regarding the application process or if you need an accommodation please email Human Resources at humanresources@swtc.edu or 608.822.2314.

SALARY RANGE

D63: \$70,133.94 – \$101,695.41

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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| • Health Insurance | • Health Club Access | • College Savings Program |
| • Dental Insurance | • Wisconsin Retirement System Contribution | • Additional Voluntary Benefits |
| • Life Insurance | • On-campus day care (hourly rate charged) | • Paid-Time Off |
| • Long-Term Disability | | |
| • Health Savings Account | | |

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.