

CAREER OPPORTUNITY

Accepting
Applications

DIRECTOR OF HUMAN RESOURCES

Join the LCMS mission-driven community of **Concordia University Chicago** in the safe, scenic village of River Forest, IL, just 10 miles west of downtown Chicago.

Summary of Position:

- Director is responsible for managing all HR functions of the University, including benefits administration, budget and planning, labor and employee relations, compensation, talent management, HRIS, and all human resources related compliance mandates.
- Director partners with leadership members to develop and implement an overall personnel strategy that is in alignment with CUC's mission, vision, values and strategic goals.
- Annual Salary \$115,000 - \$125,000. Salary is commensurate with education and experience.
- Position reports directly to the CFO/ Senior Vice President of Finance.

Responsibilities/Duties:

- Builds a culture of trust, collegiality, engagement and compliance among all university employees
- Manages all HR functions and ensures compliance with all applicable laws and regulations
- Recruits and retains a faithful, qualified workforce to advance the CUC mission
- Handles all compensation and benefit research and implementation
- Informs and advises employee relations
- Identifies and implements employee training and professional development efforts
- Serves as a member of the University Leadership Team
- Serves as the Administrative Liaison to Staff Council



CONCORDIA
UNIVERSITY
CHICAGO

Christ at the Center

INTERESTED? CONTACT
HUMAN.RESOURCES@CUCCHICAGO.EDU

Desired Skill Set:

- Strong business acumen partnered with attention to detail and the human element
- Thorough knowledge of employment law and regulations, as well as HR best practices
- Ability to handle multiple responsibilities, prioritize and delegate
- Strong administrative skills
- Ability to adapt to the needs of the organization and employees
- Proficient with computer programs; specifically Microsoft Access, Excel, Word, PPT, & BANNER
- Superior communication skills
- Service mentality toward all stakeholders

Minimum Experience Required:

- 7 years of progressively responsible HR experience required
- Experience in higher education and a faith-based organization preferred

Education Requirements:

- Master's degree in Human Resources, Business, or related field; OR comparable years of HR experience, education, and certification
- SPHR, SHRM-SCP, or other relevant HR certifications preferred
- Working knowledge of Title IX, HRIS, and wage compensation systems preferred

Learn more about CUC and its mission at CUCChicago.edu