Reporting to the Vice President of Human Resources, the Associate Vice President of Human Resource (AVPHR), will play a critical role in the ongoing operations and success of the Office of Human Resource Management of a major NYC university.

RESPONSIBILITIES:

- Collaborate with HR leadership and functional units in evaluating, developing and implementing University human resources policies and procedures
- Evaluate, revise and implement department procedures to streamline and automate processes, improve customer service and reduce paper flow
- Evaluate and assess University’s current human capital management systems, and develop plans for improvements. Identify and implement applicant tracking system
- Assess the current HR technology, ensure it has the capacity, sophistication, and scale to adapt to the needs of the organization, and to recommend and lead new technology initiatives
- Design and implement a system of comprehensive business insights through workforce analytics in support of management decisions regarding employee resources
- Strengthen cross functionality, communication and interoffice collaboration and data integrity
- Oversee the maintenance, implementation and enhancement of employee compensation programing to ensure internal equity and market competitiveness in line with University’s compensation philosophy
- Direct the refinement and automation of job descriptions, job classifications, structured compensation and non-monetary reward programs. Monitor the job evaluation process and develops the foundation for consistent and compliant job descriptions and classifications across the University
- Monitor the effectiveness of existing compensation policies, guidelines and procedures recommending plan revision as well as new plans that are cost-effective and consistent with compensation trends and University objectives
- Facilitate benefits administration for the employees of the University. Develop, execute and communicate strategic benefit plans for the University in collaboration with internal stakeholders and external sources such as consultants, brokers and vendors.
- Ensure program compliance with federal and state regulations concerning employment and benefits administration (FMLA, EEOC, ERISA, COBRA, ADA Section 125), Workers Compensation and all related benefit regulations.
- Manage vendor relationships including the RFP process, vendor selection, maintenance of performance measures.
- Oversee the overall benefits budget in partnership with Finance to ensure proper accounting of payments, monitoring healthcare claim trends and analysis, and audits of University’s 403(b) plan.
- Ensure correct preparation and filing of required forms including: Form 5500 and Form 8955-SSN for the University’s 403(b) plan, Forms 1094-C and 1095-C as required by the ACA

QUALIFICATIONS:

- A Master’s Degree in Computer Science, Human Resources, or Business Analytics from an accredited postsecondary educational institution is preferred. Five year’s experience with purchasing and contract negotiations, project budgets, and vendor management of HR technology. Five years of demonstrated statistical and analytical experience
- Demonstrated experience in process improvement methodology with Six-sigma certification preferred
- Professional HR generalist certifications are highly desirable, including Senior/Professional in Human Resources (SPHR/PHR), Society of Human Resources Management Senior/Certified Professional (SHRM- SCP/CP) preferred
- A successful track record of at least ten years of progressive broad-based human resources generalist experience in higher education, with a minimum of seven years of leadership experience including substantial experience in implementing HR systems, compensation and benefits, employee relations, and talent management, and a deep understanding of federal and state labor laws, and other governmental regulations and guidelines and their impact on HR technology
- Significant background in Ellucian Banner or a similar HCM system, latest technologies used to advance human resources functions

SALARY: Commensurate with experience
STARTING DATE: ASAP
Send Cover Letter and CV to: Deborah Adwokat – hr@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories