Director of Human Enrichment

Position Available: August 1, 2014
Post Date: 06/25/14
End Date: 07/01/14

Maryland University of Integrative Health (formerly Tai Sophia Institute) is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated and informed leaders in health and wellness through transformative and relationship-centered programs that draw from contemporary science and traditional wisdom. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. MUIH’s on-site Natural Care Center offers compassionate and affordable healthcare from student interns and professional practitioners.

Maryland University of Integrative Health is seeking a dedicated and talented professional to provide leadership and strategic direction for the University’s Office of Human Enrichment. As the top human resources advisor to leadership, the Director is responsible for building and maintaining a high-performing human resources program in support of the mission of MUIH. The Director is also responsible for providing expert, timely, and efficient service to faculty and staff, and strong advocacy for the HR needs of University’s departments and programs. This position reports to the Vice President for Administration and General Counsel.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

• Ensuring that the University provides an exceptional student experience by providing senior-level leadership and strategic planning in:
  o Recruitment and onboarding
  o Employee relations
  o Compensation
  o Benefits
  o Performance management and evaluation
  o Professional development and training
  o Staffing and departmental structure
  o HR regulatory compliance
  o HR systems and data management
  o Personnel records management

• Ensuring Human Resources policies and procedures are in agreement with University values

• Promoting good team work practices

• Developing and implementing HR related policies and procedures

• Working with the General Counsel in all applicable areas, including compliance, internal investigations, and policy development

• Overseeing the University’s 403(b) plan and Section 125 plan administration

• Supervising and evaluating Human Enrichment staff

• Overseeing corrective action and formal discipline issues

• Managing the Human Enrichment budget
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- Keeping abreast of trends and best practices in higher education human resources management
- Performing other duties as assigned

Qualifications

Required:
- Bachelor’s degree
- SPHR certification
- 10+ years of experience in human resources that demonstrates progressive growth and leadership, with a minimum of 7 years of experience managing multiple HR functions
- Experience with ADP payroll systems
- Proven ability to manage change
- Demonstrated ability to develop strategic plans and resolve complex employee relation issues
- Experience administering 403(b) and Section 125 plans
- Demonstrated current knowledge of employment law, EEO procedures, industry trends, new developments, and state and federal statutes regulating human resources and payroll functions
- Experience using mediation and facilitation skills in stressful situations
- Excellent oral, written, interpersonal, public speaking, conflict resolution, and presentation skills
- Ability to work effectively with all levels of individuals, from the Board of Trustees to part-time associates, in a diverse community
- Ability to read, analyze, and interpret complex documents, including policies and regulations
- Ability to think and act quickly to changing situations
- Excellent budget preparation and fiscal management skills
- Proficiency in a Windows-based computer environment, including MS Word, Excel, and Outlook
- Alignment with the University’s mission and values

Preferred:
- 3+ years directing the human resources function of a higher education institution
- Experience with the MUIH’s human resources functions and data systems

To apply
Interested individuals should forward a letter of interest and current resume to Louise Gussin at lgussin@muih.edu, referencing “1422 – Director of Human Enrichment” in the subject line of the email.