



## Human Resources Manager

### Position Information

Under the supervision of the President, this position manages and directs the White Earth Tribal and Community College (WETCC) Human Resources (HR) Department. The HR Manager oversees recruitment/staffing, classification and compensation, benefits and retirement, performance management, policy compliance, training and development, and HR information systems (HRIS).

### Duties & Responsibilities

On a typical day at WETCC, your contributions will include teamwork, resourcefulness, confidentiality, and effective communication. Specific contributions for this role are listed below. This is not a complete list as all staff may be required to perform additional duties.

1. Manage the HR functions.
  - a. Provide support to managers and supervisors in all HR functions including, but not limited to, recruitment/staffing, position descriptions, classification and compensation, benefits and retirement, performance management, policy compliance, and training and development.
  - b. Oversee salary placement for staff and faculty in accordance with the supervisor.
  - c. Develop the WETCC Affirmative Action Plan.
  - d. Serve as the WETCC designated department insurance representative (DDIR).
  - e. Serve as the Americans with Disabilities (ADA) Title I coordinator for employees.
  - f. Serve as a Title IX coordinator for employees.
  - g. Serve as the data practices compliance officer for employee records.
  - h. Monitor and process workers' compensation and unemployment claims; make determinations to contest claims; and establish an estimated budget for claims.
2. Provide leadership and direction to the HR Department.
  - a. Ensure the department is meeting the needs of the college.
  - b. Ensure federal and state regulations/policies/procedures/statutes are adhered to.
  - c. Oversee the development/revision of HR policies and procedures.
  - d. Direct the development and maintenance of HR records and HRIS.

3. Provide leadership counsel to executive leadership.
  - a. Serve as a key resource and advisor to the president in dealing with confidential matters.
  - b. Manage human capital to maximize business value.
  - c. Ensure consistent institutional and departmental responses and communications to internal and external constituents.
  - d. Serve as a resource to administrators in establishing departmental/division personnel goals and strategies.
  - e. Collaborate with leadership to establish and maintain a culture in accordance with the colleges' strategic plans and its mission and vision statements.
  - f. Monitor current and future retirements and assist with establishing an estimated budget.
4. Oversee compliance with rules, policies and procedures, and regulations.
  - a. Recommend alternatives to resolve conflicts and grievances.
  - b. Prepare the president's/HR's response to grievances following research/negotiation.
  - c. Conduct/arrange training for management/staff as necessary.
  - d. Conduct investigations as needed.
5. Manage the colleges' performance management process.
  - a. Oversee the process of evaluating employees.
  - b. Design/update evaluation forms as needed.
  - c. Train and provide ongoing support to supervisors in maintaining appropriate performance or behavioral corrective action documentation.
  - d. Assist supervisors with coaching and progressive discipline as necessary.
  - e. Assist supervisors with preparing/updating position descriptions.
6. Perform other duties as assigned to ensure the smooth functioning of the department.

Work Schedule: Monday – Friday, 8:00 am – 4:30 pm

Advertised Salary: \$61,755.20/year, exempt status

### Minimum Qualifications

- Associate's Degree.
- Three or more years of experience in human resources.
- Knowledge of employee benefit programs.
- Experience with human resources information systems.
- Comprehensive computer skills.
- Exceptional written and verbal communication skills.
- Experience working with diverse populations.
- Current driver's license and insurance.
- Ability to pass a background check before being offered employment.
- Ability to travel for professional development and job-related activities.

## Preferred Qualifications

- Bachelor's degree.
- Five or more years of experience in human resources.
- Society for Human Resources Management certification.
- Supervisory/leadership experience.
- Experience in higher education.

Applicant Materials Required: Resume, cover letter, three professional references, completed WETCC application, and background check consent form; application and consent form can be found at [www.wetcc.edu](http://www.wetcc.edu).

## Benefits

WETCC offers a comprehensive benefits package, for full-time employees, including company-paid life and disability. Other benefits include Health, Dental, H.S.A. with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA. The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, they both start accruing from the date of hire. WETCC has 19 paid holidays a year.

## About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

## Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

**Mission** - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

**Vision** - *Gidinwewininaan Gibimiwidoomin niigaanakeyaa* – “We are carrying along into the future the way that we were given”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.