Definition of Class
This is a supervisory position in which the incumbent assists in the administration of human resources functions. This position manages daily processes in benefits reconciliation, in-hire processing, and records management and oversees administration of the training and development program and the University’s employment office. The Senior Assistant Director is responsible for coordinating special projects, devising long-term strategies, preparing reports, and developing policies and procedures. The incumbent reports directly to the Assistant Vice Chancellor for Administration and Finance & Director of Human Resources and Contractual Services.

Examples of Work Performed
Manages processes in the records and reconciliation areas. Provides oversight of training and development programs and employment office functions. Offers guidance in compensation/classification.

Provides management over the technology related operations of the department and the Human Resource Information System.

Serves as administrator of the electronic form (E-Form) system. Collaborates with Information Technology on the implementation of projects and system upgrades.

Interprets and ensures compliance with federal regulations, state legislation, and university policy. Assists in the implementation and administration of personnel related policy changes when necessary.

Offers guidance and instruction in resolving employee relations issues. Provides consultation and explanation to the University community on personnel policies and procedures.

Attends meetings with Information Technology and Budget Office staff; planning the development and implementation of changes to the Human Resource Information System. Facilitates the preparation of the University’s annual budget process.

Coordinates work and projects with Information Technology to gather and maintain appropriate and accurate information. Compiles and analyzes statistics for the purpose of compiling reports.

Serves as SAP testing coordinator and ensures proper testing of HR modules for SAP upgrades.

Prepares reports for Human Resources, University departments, and external agencies. Generates adhoc reports, analyzes data, and makes recommendations based on report results.

Supervises the preparation of employment contracts.

Oversees activities associated with the department scanning project.

Coordinates special projects for the department, to include assessment, Integrated Postsecondary Education Data System (IPEDS) reports, and implementation of information systems.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides management, oversight, and guidance to various areas in Human Resources.
2. Devises short-term goals and long-term strategies to ensure enhancement of current processes and practices.

3. Prepares reports and analyzes data.

4. Assists in the formulation and administration of University personnel policies and procedures.

5. Develops, implements, and manages special projects.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear; and use hands to finger, handle, or feel. The incumbent is periodically required to reach with hands and arms. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university in Public Administration, Business Administration, Educational Administration, Human Resource Management or related field.

AND

- **Experience:** Three (3) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Background Check Requirements**

This position requires a background check upon hire.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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