



**Corban University**  
Position Description

**DIRECTOR OF HUMAN RESOURCES**

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DEPARTMENT: Human Resources  
REPORTS TO: AVP for Finance / Controller  
SUPERVISES: Payroll and Benefits Manager, Payroll Specialist, Recruiting-Generalist  
FLSA STATUS: Exempt  
Revised April 2019

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***See Application Process on Page 3***

**MISSION:** To educate Christians who will make a difference in the world for Jesus Christ.

**SUMMARY:** The Director of Human Resources will direct all functions of Human Resources and employee management initiatives to create alignment with the strategic mission, vision, core values and overall culture of Corban University. This position develops strategies for employee engagement, compensation and performance management, and organizational development; and directs all aspects of the recruitment and strengthening of Corban's workforce.

**ESSENTIAL FUNCTIONS:**

- Develop and lead an innovative HR function that supports the organization including compensation and benefit plans, recruitment strategies, and workforce development;
- Provide employee relations, counseling and conflict-resolution services to managers and employees. Assist management with performance evaluation, coaching, counseling, training, career development and disciplinary actions;
- Develop comprehensive recruiting, on-boarding and retention plans to meet the human capital needs of the University, to reflect best practices in alignment with Corban's mission. Oversee the quality, consistency and integrity of the candidate selection and interview processes;
- Serve as a resource to the President, Provost and members of the executive team on all employee related matters;
- Review, research and negotiate competitive benefits programs;
- Provide ongoing review of all human resource policies and compliance regulations and maintain the Employee Handbook for faculty and staff;
- Evaluate reports, decisions and results of HR department initiatives in relation to established goals. Recommend new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed;
- Ensure compliance and accurate reporting with all Federal, State, employment, tax and benefit laws and regulations, including FMLA/OFLA, ADA, ACA, FLSA, Title IX, EEOC, OSHA, FERPA, HIPAA and Worker's Compensation;
- Oversee the department's annual budget;
- Serve as Title IX deputy coordinator under the direction of the Title IX Coordinator;
- Assist senior management to establish and implement a sound plan of management succession that corresponds to the strategy and objectives of Corban;
- Lead and/or serve on planning and policy-making committees such as the Retirement Plan Oversight committee, Title IX Advisory committee; General Benefits Oversight committee;



- Maintain appropriate personnel and benefit records to ensure proper documentation for both active and terminated employees;
- Inform organizational decision-making with the use of relevant, value-added metrics and analysis;
- Guide the design, implementation and testing of all human resources related technology in order to achieve improvements in established goals and outcomes;
- Build a comprehensive diversity and inclusion strategy and build diversity and inclusion as a competency throughout the organization;
- Perform other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to conceptualize, develop, lead, implement and monitor comprehensive human resources related programs and initiatives in the context of broader university objectives;
- Knowledge of industry best practices in developing and maintaining a comprehensive compensation and classification system;
- Ability to analyze and report annual employment trends and emerging workforce opportunities.
- Proven supervisory skills;
- Well-developed and highly effective listening, communication, presentation and persuasive skills, including the ability to receive, process and present both strategic and tactical information to diverse audiences while maintaining effective, collaborative relationships with all stakeholders;
- Ability to balance accountability with emotional intelligence when interacting with staff at all levels;
- Entrepreneurial, agile, strategic leader;
- Demonstrated record of leading positive change and managing a team;
- Energetic relationship-builder;
- Possess strong core ethics, values, integrity, beliefs consistent with Corban's mission and Statement of Faith;
- Knowledge of industry best practices for strategizing, planning and executing HR initiatives to create a successful and Christ-honoring workplace and culture;
- Knowledge in the administration of human resources compliance best practice including but not limited to:
  - ADA- Americans with Disabilities Act
  - Title IX of the Education Amendments Act of 1972
  - EEOA- Equal Employment Opportunity Act
  - ACA- Affordable Care Act
  - FMLA- Family Medical Leave Act
  - OSHA- Occupational Safety and Health Act
  - FERPA- Family Educational Rights and Privacy Act of 1974
  - FLSA- Fair Labor Standards Act
  - HIPAA- Health Insurance Portability and Accountability Act of 1996

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Bachelor's degree plus 8 years of Human Resources management experience, preferably in an academic institution, with at least 3 years of advanced level experience in HR management required.



- Demonstrated knowledge of employment law and human resource information systems.
- SHRM Certified Professional (SHRM-CP) preferred.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

**WORKING CONDITIONS:** Traditional office environment. Limited travel and weekend/evening work related to conference and leadership commitments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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*Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.*

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### **To Apply**

#### **Interested Candidates please submit the following:**

- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: [www.corban.edu/employment](http://www.corban.edu/employment)

Send or email to:  
Corban University  
Department of Human Resources  
5000 Deer Park Drive SE  
Salem, OR 97317  
[jobs@corban.edu](mailto:jobs@corban.edu)  
FAX: 503-375-7182