



Director of Human Resources

Purpose: The Director of Human Resources will be involved in all human capital decisions, processes, and programs. They will have full responsibility in areas including but not limited to talent acquisition, personnel orientation and training, team organization and scheduling, team building events and educational programs, and strategic human capital research projects.

Hourly Requirement: This position requires the manager to work part-time (15-20 hours per week) during the academic year and full-time (35-40 hours per week) during the summer.

Job Description

The following job description paints a more complete picture of the skills that we are looking for. The Main Responsibilities section will show the broad tasks that the HR Director is expected to perform. Though the job is comprehensive, many of the skills required to successfully execute these responsibilities are learned/perfected during training.

Main Responsibilities:

- **Recruitment**
 - The Director of Human Resources is directly responsible for two cycles of recruitment each year, early-fall and mid-spring.
 - In preparation for recruitment, the Director of Human Resources communicates with the Director of Marketing to create a strategic marketing calendar and design marketing materials
 - Coordinate with the President and managers to comprehensively understand the available positions, effectively distribute marketing materials, schedule availability for interviews
 - Assist the President and managers in developing job descriptions, facilitating interviews, and maintaining consistency throughout the process
- **Orientation and Training**
 - Turnover and training are two of the most important periods in the Student Agencies annual cycle, and the Director of Human Resources is responsible for both
 - The Director of Human Resources facilitates introductions, tours, and orientation for new team members
 - To train the management teams, the Director of Human Resources sets forth processes and systems for each outgoing management team and follows up on multiple occasions throughout the process to make sure all benchmarks are being met
 - Throughout the year, the Director of Human Resources seeks out, schedules, and organizes professionals in various fields to host information sessions, professional development seminars, and training programs
- **Programming and Events**
 - The Director of Human Resources is responsible for a budget that provides for team bonding and office-wide events
 - They will be responsible for reserving venues, making purchases, organizing events, facilitating transportation, and encouraging management participation
- **Staff Organization**



- Maintains office-wide schedules for weekly meetings, schedules for office hours, contact information, vacation days, compensation information, and alumni information
- **Day-to-Day/General Responsibilities**
 - Remain up to date on emails, voicemails, etc.
 - Contribute to the overall benefit of SAI by participating in meetings, office hours, team projects, corporate recruiting/orientation/training and aiding other businesses when necessary
 - Honor all deadlines and action plans
 - Aid in the transition of the next manager by keeping organized records and adding to the training manual
 - Foster long-term business growth and development

Necessary Skills:

- **Experience:** Applicants should have an understanding of basic human resource principles and be willing and able to learn more about human resource policies as set forth by the government.
- **Interpersonal Skills:** It is imperative that the Director of Human Resources be amicable and approachable while remaining professional and discrete in order to perform all job responsibilities effectively.
- **Self-Management:** While the Director of Human Resources will serve on the Executive Team under guidance from the President and CEO, they will be responsible for developing and executing their own projects aligned with the strategic goals of the business.
- **Communication:** The Director of Human Resources is in communication with the Board of Directors, President, and CEO on a regular basis, and they must feel comfortable initiating and engaging in professional and effective communications.

What We're Looking For:

We are looking for a dedicated, enthusiastic, and passionate student who will prioritize SAI in order to ensure its success. If you exhibit any of the necessary personal qualities of an excellent Director of Human Resources and/or have any relevant experience, apply today! The purpose of SAI is to provide students with experiential learning, so don't let a lack of experience deter you from applying. In many cases, we weigh a candidate's motivation for joining SAI, ability to self-start, and resilience over past work experience.