

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Director  
Human Resources  
Regular Full-Time Position  
Position Number 565100**

**General Description**

The Director reports directly to the Vice President for Finance and Administrative Services and is responsible for administering the University's Office of Human Resources and the computerized human resource system. Under broad supervision, manages human resource functions, including compensation, benefits, recruitment, employee relations, training and personnel/payroll transactions. The incumbent implements personnel policy and procedures and supervises or directs the work of professional and clerical support staff.

**Primary Duties and Responsibilities**

- Create and maintain a high performance environment characterized by positive leadership and a strong team orientation.
- Manage the position management and recruitment process and document activity. Ensure position classification, recruitment and employee selections are accomplished within acceptable time frames and in accordance with established policies and guidelines.
- Direct staff in the processing of personnel/payroll transactions.
- Oversee the submission of quarterly employment income tax reports and other miscellaneous reports to the Internal Revenue Service and other governmental agencies.
- Oversee wage and salary administration, including maintenance of the classification/compensation plans for faculty, administrative, professional and support staff.
- Research, organize, document and complete special projects assigned by the Vice President for Finance and Administrative Services.
- Serve as liaison with external entities including attendance at the Tennessee Board of Regents Human Resource Officers Committee and other designated committees.
- Direct the operation of employee benefits and ensure compliance with applicable Tennessee Board of Regents policies, state and federal laws.
- Develop, interpret, revise and maintain personnel policies and procedures.
- Serve as consultant to University management on specific human resource problems and concerns.
- Oversee the processing of adverse actions, grievances and other employee relations matters.
- Administer the university's employee performance evaluation process.
- Administer employee service programs such as awards programs, orientation, staff handbook and employment verification.
- Develop and administer the budget for Human Resources according to established formats, guidelines and due dates.
- Develop and define departmental goals and objectives to achieve established benchmarks as defined by the University's strategic plan.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to carry out the duties and responsibilities of the position.
- Ability to develop and interpret policies and guidelines.
- Ability to work in a resourceful manner to accomplish reasonable work goals, show flexibility in response to process change, and adapt to and accommodate new methods and procedures.
- Ability to plan and coordinate meetings, programs and activities.

### **Essential Functions continued**

- Ability to participate in community activities and professional organizations/meetings.
- Ability to show persistence and seek alternatives when obstacles arise; seek alternative solutions; take action before being asked or forced to by events.
- Ability to accept direction and feedback from supervisors and follow through appropriately.
- Ability to use work time appropriately and work additional hours to successfully complete job assignments.
- Knowledge of federal and state laws regarding human resource management.
- Knowledge of principles and practices of personnel and higher education administration.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain strict confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.

### **Required Minimum Qualifications**

- Bachelor's degree from a regionally accredited institution in human resource management or related field.
- Eight years of progressively responsible human resource management experience.
- Experience with computer based human resource management systems.
- A background and credit history check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Master's degree from a regionally accredited institution in human resource management or related field.
- Previous work experience at the human resource director level.
- Previous experience with Sungard SCT BannerHR.
- Previous work experience in higher education human resources.
- A thorough understanding of higher education administration strongly preferred.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**