

# GORDON CONWELL

## THEOLOGICAL SEMINARY

**Title:** Director of Human Resources  
**Reports to:** Chief of Staff  
**Location:** South Hamilton, MA  
**Status:** Full-Time (37.5 hours per week)

### Overview

Gordon-Conwell is a multid denominational, protestant graduate school, unique with its broad array of over 1,300 students and 200 faculty and staff from 78 denominations and over 50 countries. We offer a residential model of education at South Hamilton, MA (our main campus); an urban context in Boston, MA; adult educational models in both our Charlotte, NC campus and our offerings in Jacksonville, FL; in addition to online and cohort models involving students from around the world.

Our mission is to prepare men and women for ministry at home and abroad. Rooted in the gospel and God's Word, the seminary seeks to develop Christian leaders who are thoughtful, globally aware, spiritually mature, and ready for a broad array of ministries. While being historically orthodox and evangelical, we seek to address the issues of our times with both relevance to the culture and faithfulness to Christ and God's truthful Word.

### Position Summary

Under the broad supervision of the Chief of Staff, the Director of Human Resources is responsible for overseeing the development and execution of human resource programs and services for staff in support of Gordon-Conwell's overall mission and strategic plan. This leadership responsibility spans all campuses and programs, and includes, but is not limited to legal and regulatory compliance, employee relations, compensation, recruitment, orientation, performance management, and HR policy development. This individual will supervise several direct reports, with responsibility for payroll, benefits, and records management. In carrying out this role, they will support the alignment of all human resource systems and services with the Seminary's strategic objectives and core organizational values.

### Key Responsibilities

- **Leadership:** Provide leadership and direction to the HR staff for all HR operations. Direct activities and strategy as needed relating to payroll, organizational development, recruitment and staffing, compensation and benefits, employment law, performance management, and employee relations.
- **Recruitment:** Oversee the recruitment function, including managing the HR team member who serves as the front-line recruiter. Interview candidates and work with hiring managers on interviewing and selection process. Provide guidance and recommendation on compensation and responsible for negotiating offers and offer letters.
- **Compensation:** In partnership with the Chief of Staff and CFO, manages the development, implementation, and administration of compensation programs. Monitors the effectiveness of existing compensation practices and recommends changes that are cost-effective and consistent with compensation trends and corporate objectives. Provides expert guidance and recommendations to hiring managers on pay decisions, policy interpretations, and job evaluations. Oversees the participation in salary surveys and monitors salary survey data to ensure corporate compensation objectives are achieved.
- **Performance Management:** Develops and trains managers on performance management system and processes. Helps managers with yearly employee reviews. Works with hiring managers on performance issues as they arise. Maintains consistency and fairness in performance management and job evaluation.
- **Employee Relations:** Provides information and assistance to employees on various employment policy matters, programs and services, workers comp, etc. Handles, or refers employee relations matters as they arise and as

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appropriate. Attends and participates in employee disciplinary meetings, terminations, and investigations. Handles all aspects of employee leave management.

- Compliance, Reporting and Records Management:
- Maintains compliance with and has a strong working knowledge of all federal, state and local employment laws and regulations including, but not limited to the FLSA, FMLA, OSHA, ADEA, COBRA, and ADA.
- Stay abreast of employment legislation developments and ensure institutional practices and policies are in conformity with these statutes and maintain legal compliance
- Report and file necessary governmental and agency reports, reporting for accrediting bodies and more.
- Generates an array of HR reports—such as ATS report, IPEDS, OSHA, workers’ compensation reports, applicant tracking and statistical reports, and other reports as requested.
- Support Finance in the annual budget process with preparatory reports, salary increase reports, etc.
- Serves as primary back-up to Payroll/Benefits administrator – receives cross-training on payroll process and remains up-to-date in payroll and benefits matters to be fully equipped to process payroll and benefits in absence of Payroll Administrator.
- Establish short-term HR goals, budgeting for HR expenses, and networking with outside peers and organizations when needed to achieve goals.
- Performs other related duties as assigned or requested.

### Key Competencies

- Possess administrative, supervisory, and organizational abilities that build collaborative, healthy relationships with members of administration, faculty, staff, students, and general public. Proven ability to foster a team environment.
- Demonstrates a commitment to diversity, inclusion, and cultural awareness through actions, interactions, and communications with others.
- Must demonstrate courage to speak into critical and often sensitive issues, and work through conflict in keeping with the Community Life Statement; Able to maintain the highest levels of confidentiality; possess sound judgment.
- Ability to analyze, interpret and evaluate data in order to make data-driven decisions and report to leadership. Strong proficiency with HRIS systems (preferably ADP) as well as MS Office Suite and database management.
- Must have excellent written and verbal communication skills. Demonstrated ability to serve in a team environment that requires collegiality and regular collaboration across matrixed, multi-campus environment.
- Thorough understanding and working knowledge of state and federal employment laws and regulations, as well as a thorough understanding of the human resources policies and procedures of the Seminary.
- Excellent time management and problem-solving skills with a proven ability to meet deadlines and attention to detail. Must be flexible and able to handle many tasks simultaneously.

### Education and Experience

- Bachelor’s degree in Human Resources, Business Administration, or related field required; Masters or law degree highly preferred. SHRM-CP or SHRM-SCP strongly preferred.
- Minimum 10 years of human resource management experience required, with strategic, talent management, and/or business development experience highly preferred.
- Proven skills and past experience in all facets of human resource management especially in the areas of recruitment, interviewing and selection, compensation management, and compliance.

### Application Process

Please apply through Gordon-Conwell’s Career Center available here: <https://www.gordonconwell.edu/employment/>

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Please include these documents in either Microsoft Word or PDF formats:

- A cover letter addressed to Mia Ertel, Chief of Staff, explaining your interest in the position.
- A formal CV that includes the names of at least three references.

No hard copy materials, please. Opportunities to interview will be made available at the search committee's initiative. Applications will be accepted until the position is filled.