



ST. IGNATIUS COLLEGE PREPARATORY

Director, Human Resources

REPORTS TO: Vice President, Finance & Administration

STATUS: EXEMPT, FULL TIME

ANNUAL SALARY RANGE: \$150,000 - \$175,000

MISSION STATEMENT:

St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become lifelong learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.

PRIMARY ROLE:

Reporting to the Vice President of Finance and Administration, the Human Resources Director serves as the community's liaison and go-to resource for a broad range of human resources needs, including employee relations, employee benefits, staffing, compensation, budgeting, health and safety, compliance, legal, training, and the administration of related human resources programs. We are seeking a strategic, tech-savvy leader with the ability to effect positive change across a complex organization. A significant responsibility of this position is to gauge the organizational climate and develop recommendations/programs to attract and retain colleagues, as well as maintain, support, and enhance the diversity of the community. This involves managing employee relations matters, including advocating for and coaching/advising appropriate parties as necessary. The Human Resources Director will not only maintain a strategic role but will also be required to be hands-on in completing administrative tasks.

A SUCCESSFUL CANDIDATE IN THIS POSITION WILL BE ABLE TO DEMONSTRATE:

- Understanding and knowledge of employment laws and regulations, and all other functional areas (e.g., employment, benefits, employee relations)
- Knowledge of and ability to administer benefit programs
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and the ability to successfully interact with colleagues at all levels. This includes the ability to de-escalate situations when needed.
- Excellent listening skills, including the ability to discern information and operate with objectivity, discretion, and confidentiality.

- Self-direction with proven ability to assume responsibility, work independently, creatively solve problems, and move work/projects to completion with minimal supervision.
- Acute attention to detail in performing job functions.
- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously.

MINIMUM QUALIFICATIONS/SKILLS

- Significant amount of relevant experience.
- Bachelor's degree from an accredited college/university in a related field.
- Strong working knowledge and proficiency with Microsoft Office applications, Google Workspace, ADP Workforce Now, and other applicable software programs.

PREFERRED QUALIFICATIONS

- Experience working in an academic environment
- Master's degree in a related field
- SHRM Certification

PHYSICAL REQUIREMENTS

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel safely and comfortably around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material, on a computer screen, and/or on a mobile device/laptop for extended periods of time.

SI OFFERS A COMPREHENSIVE AND RICH EMPLOYEE BENEFITS PROGRAM WHICH INCLUDES:

- Company paid Medical Insurance Contributions for single, two-party, and family plans at a rate of 75%
- Fully paid insurance for dental, vision, life, AD&D coverage for single, two-party, and family plans
- Flexible spending plans for insurance plans plus for child care coverage
- Tuition remission program
- Student loan reimbursement (up to \$2,000 annually)
- Annual retirement savings contributions
- Professional development resources

SI FOSTERS A DIVERSE AND INCLUSIVE COMMUNITY:

St. Ignatius College Preparatory strives to be a just, inclusive, Catholic, Ignatian community where all students, faculty, staff, parents, and alumni feel seen, heard, valued, and loved, and experience full acceptance. We are committed to hiring, supporting, and retaining a diverse faculty and staff.

HOW TO APPLY:

Interested applicants should submit a resume and salary requirements to resumesatsi@siprep.org.

Pre-employment background screening is required for all positions. St. Ignatius College Preparatory is required by law to conduct FBI and DOJ background checks.

St. Ignatius College Preparatory is an equal employment opportunity and affirmative action employer.

Consistent with its obligations under the law, St. Ignatius College Preparatory will provide reasonable accommodations to any employee with a disability who requires accommodations to perform the essential functions of their job.