Director, Employment

highheredjobs.com/search/details.cfm

Type: Full-Time
Salary: $109,047 per year
Posted: 18 days ago
Category: Human Resources
Military

Salary: $109,047.02 Annually

Location: Taylorsville Campus, UT

Job Type: Exempt Full Time

Job Number: 202500547

Division: Business Services

Department: People & Workplace Culture

Closing Date: Continuous

FLSA
Exempt

Applicants must be authorized to work in the United States.

All employees are expected to maintain a permanent residence within the State of Utah as a condition of employment. New employees must provide a valid Utah residential address within 30 days of their start date.

Job Summary

The Director of Employment at Salt Lake Community College is responsible for the strategic oversight and operational management of the College's Human Resources Information Systems (HRIS), including Banner and NeoEd. Directing employment processing and recruitment. This role ensures data integrity, governance, and analytics across all HR functions-from recruitment to separation-while leading a team of employment professionals.

The Director also serves as the primary liaison for system training, compliance communication, and optimization of HR technology tools.
This position is at will.

Essential Duties & Responsibilities & Knowledge Skills & Abilities

Essential Duties and Responsibilities

HRIS System Management

- Oversee the full lifecycle of HRIS systems, including foundational platforms (Banner) and applicant tracking systems (NeoEd).
- Ensure system integrity, data accuracy, and compliance with institutional, state, and federal regulations.
- Lead system upgrades, implementations, and integrations in collaboration with IT and vendor partners.
- Develop and maintain documentation, workflows, and system guidelines.

Data Analytics & Governance

- Establish and maintain data governance standards for HR-related data.
- Analyze HR data to identify trends, support strategic decision-making, and ensure compliance.
- Generate and present regular reports on workforce metrics, compliance, and operational performance.
- Track recruitment progress and trends.

Team Leadership

- Supervise and support Employment Coordinators, Employment Analyst, and HRIS Specialist.
- Provide coaching, performance management, and professional development opportunities.
- Foster a collaborative and communicative team culture focused on service excellence and continuous improvement.

Compliance Oversight

- Ensure HR processes and data align with institutional policies and legal requirements.
- Monitor and audit employment practices for consistency and compliance.
- Serve as a subject matter expert on employment law, data privacy, and HR system compliance.

Training & Communication

- Design and deliver training programs for end users of NeoEd and other HR systems.
- Develop and distribute user guides, FAQs, and system update communications.
- Serve as the primary point of contact for system-related inquiries and troubleshooting.
- Cross-Functional Collaboration

- Recruitment training and development
- Partner with departments across the College to align HRIS capabilities with institutional goals.
- Collaborate with IT, Payroll, and Finance to ensure seamless data flow and reporting.
- Participate in strategic planning and policy development related to HR systems, compliance and recruitment.
- Other duties as assigned.

Knowledge Skills & Abilities

- Comprehensive knowledge of HR lifecycle processes-from recruitment to separation.
- Excellent communication, training, and documentation skills.
- Ability to lead system implementations and change management initiatives.
- High attention to detail and commitment to data accuracy.
- Strong problem-solving and strategic thinking capabilities.
- Team supervision, coaching, and performance management.
- Understanding of employment law and compliance standards.
- Ability to communicate effectively with a broad range of people with a variety of abilities and backgrounds, to maintain good working relationships across the College.
- Ability to work with all groups from a variety of academic, socioeconomic, cultural, and ethnic backgrounds, and with community college students, faculty, and staff, including those with disabilities.

Minimum qualifications

- Bachelor's degree in HR, Business, IT, or related field.
- Three (3) years of experience in HRIS and employee compliance.
- Hands-on experience with major HRIS platforms (e.g., Workday, NeoEd/NeoGov, Oracle).
- Strong knowledge of employment laws and data privacy regulations (e.g., GDPR, CCPA).
- Skilled in HR reporting, analytics, and dashboard tools.

Preferred Qualifications

- Master's degree in HR, Business Analytics, or related field.
- Certifications: SHRM-SCP, SPHR, HRIP, or CCEP.
- Experience leading HRIS implementations or upgrades.
- Proven success building and managing compliance programs.
- Recruitment for employment in higher education, staff/faculty
- Familiarity with automation, AI in HR, and change management.

SLCC Information

Salt Lake Community College is Utah's largest open-access college in the state. We proudly educate 45,000+ students pursuing degrees in 100+ programs across 8 areas of study, and Utah's fastest growing industries and four-year baccalaureate programs consistently welcome SLCC graduates. Every SLCC employee has a hand in transforming students' lives to strengthen its surrounding communities. SLCC employees work at 8 locations across the valley and capital city of Salt Lake with easy access to the beautiful Wasatch Mountains, world-class outdoor recreation, sporting events, museums, history, and arts and entertainment.

Salt Lake Community College seeks and values contributions from each community member and welcomes new perspectives. A respectful work environment is its top priority; academic excellence and lasting transformation occurs when we can collaborate freely. As an emerging Hispanic Serving Institution, SLCC leads the state with the highest enrollment of students from the Latinx/a/o community. SLCC is committed to serving students and being a model for inclusive and transformative education.

Salt Lake Community College (SLCC) is fully committed to policies of equal employment and nondiscrimination. The College does not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law.

SLCC is a participating employer with Utah Retirement Systems ("URS"). In addition to URS, SLCC offers several other retirement account options.

This position is subject to a successful completion of a criminal background check.
Salt Lake Community College is an equal opportunity institution providing education and employment opportunities without regard to race, color, gender, sexual orientation, religion, national origin, disability, age and/or veteran status.