Manager, Human Resources

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Type: Full-Time
Posted: 2 days ago
Application Due: 02/04/2026
Category: Human Resources
Manager, Human Resources

Job No: 538567
Work Type: Full Time
Location: Main Campus (Gainesville, FL)
Categories: Human Resources
Department: 29010400 - MD-ADMINISTRATIVE AFFAIRS

Job Description

Classification Title:

Manager, Human Resources (MGR, Human Resources)

Classification Minimum Requirements

Bachelor's degree in an appropriate area and four years of relevant experience; or an equivalent combination of education and experience.

Job Description:

The HR Manager serves as the primary operational lead for all human resources functions supporting Graduate Medical Education (GME) and Graduate Programs within the College of Medicine (COM). Positioned within COM-HR in the Dean's Office, this role and the team serve as a Center of Expertise (CoE) that oversees the full HR lifecycle for medical trainees, graduate assistants, and fellows across 30+ departments. Responsibilities span strategic planning, compliance, training, stakeholder engagement, and operational improvement.

Leadership & Strategic Oversight

- Oversees HR operations related to GME and graduate training programs, ensuring regulatory compliance, timely communication, and high-quality service.
- Serves as the key advisor to COM department HR partners, program directors and coordinators, and academic administrators in GME, OGE, and as a liaison to UFHR, and the Graduate School.

- Collaborates with COM-HR leadership to design and implement strategic initiatives, including centralized onboarding, standardized training, effective communication strategies for routine messages, and best practices to support program directors and coordinators for recruitment of residents and housestaff.
- Provides guidance on complex HR matters involving assistantships, licensing, onboarding, leave, and benefits as they pertain to residents, fellows and graduate assistants.
- Partners with COM-HR CoEs to support cross-functional system development and improvements.
- Directly supervises and supports the day-to-day operations of the HR Generalist and Receptionist, ensuring timely execution of transactions and service requests.

Graduate Assistant & Pre-Doc Administration

- Oversees onboarding, tuition waiver setup, and funding allocations for BMS, MD-PhD, and AI-funded programs.
- Leads college-wide efforts related to tuition reconciliation, ADD PAY, and cross-college coordination on waiver entries.
- Serves as the primary liaison for graduate assistant benefits, leave, and insurance issues in collaboration with main campus.

Compliance & HR Program Management

- Manages licensing and renewal processes for MD/DO residents, fellows, and Adjunct Clinical PDAs (600+ actions/year).
- Serves as the Certifying Official (SCO) for GI Bill benefits, ensuring accurate coordination with the VA Office.
- Coordinates with the Manager for Immigration and Compliance on J-1 visa processes and ECFMG reporting; supports I-9 reverifications and visa-related compliance. Serves as co-Training Program Liaison (TPL) for ECFMG ensuring compliance with federal requirements.
- Provides guidance to stakeholders on GME leave policy and application, assists with tracking and managing leave and impact on programs for housestaff, and monitors licensing timelines and ensures timely programmatic reporting.
- Prepares and submits compliance reports (e.g., Florida Board, AAMC, PGY breakdowns, LSP files).

Operational Oversight & Stakeholder Engagement

- Leads communication strategies for policy updates, reminders, and scheduled HR notices impacting all graduate programs.
- Coordinates outreach and departmental support for job changes, off-cycle actions, and HR process improvements.
- Maintains and updates internal webpages, documentation, and training tools.

- Supports hiring, terminations, and job data changes in collaboration with departments and central offices.

Training Program Development

- Designs and delivers annual and onboarding trainings for department coordinators and HR contacts across the college on ACGME, non-ACGME, and graduate programs.
- Develops and facilitates training series for COM HR department partners on onboarding processes for graduate assistants and pre-doctoral fellows.
- Leads COM-wide training initiatives, including the annual Housestaff Meeting and targeted sessions based on institutional needs.

Expected Salary:

Commensurate with education and/or experience

Required Qualifications:

Bachelor's degree in an appropriate area and four years of relevant experience; or an equivalent combination of education and experience.

This position is open to current UF employees only.

Preferred

- Deep understanding of academic HR policy and GME/graduate education administration
- Demonstrated leadership in HR strategy, compliance, and stakeholder engagement
- Knowledge of licensing, visa, and onboarding processes for medical trainees
- Skilled in data reporting and systems (e.g., Salesforce, New Innovations)
- Strong written and verbal communication skills
- Proven supervisory and operational management experience

Special Instructions to Applicants:

In order to be considered, you must upload your cover letter and resume.

This position is open to current UF employees only.

Application must be submitted by 11:55 p.m. (ET) of the posting end date.

Health Assessment Required:
No

Applications Close: 04 February 2026

To apply, visit https://explore.jobs.ufl.edu/en-us/job/538567

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The University of Florida is an Equal Employment Opportunity Employer.

Hiring is contingent on eligibility to work in the U.S. The University of Florida is a public institution and is subject to all requirements under Florida Sunshine and Public Record laws. If an accommodation due to a disability is needed to apply for this position, please call 352-392- 2477 or the Florida Relay System at 800-955-8771 (TDD) or visit Accessibility at UF.

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