



# Director of Human Resources

**RIPON**  
— COLLEGE —

Reporting directly to the Vice President for Finance, the Director of Human Resources is the chief Human Resources officer at Ripon College. As the chief HR officer of a small residential liberal arts college, the ideal candidate will possess the desire to work closely with employees, including student employees, will have a broad understanding of HR as it pertains to higher education, and will be approachable and committed to the mission of the College.

The Human Resource Director will be responsible for the overall functions of the Human Resource Department including but not limited to recruiting, new employee onboarding and orientation, salary and wage administration, employee benefits, annual performance appraisal process, regulatory compliance and payroll. This position also assists with risk management and general liability insurance. The Director will provide leadership in developing HR policies and practices that support the employee base and promote the mission of the College.

The Human Resource Director also advises the President, Vice Presidents, Deans, Department Supervisors, and all other employees in a comprehensive range of information including but not limited to: employment law, risk management, property, liability, legal and local policies and procedures ensuring compliance with local, state and federal laws. In addition, this position provides leadership for our institutional compliance program, including Title IX, Clery Act, and Environmental Health and Safety.

Bachelor's degree required, preferably in a field related to Human Resource Management, and/or three to five years experience in the field of Human Resources, including some experience in a management capacity. PHR or SPHR certification is desired. Excellent verbal, written, interpersonal and organizational skills a must. Experience within higher education is a plus. Proficiency with Microsoft Word and Excel required.

For full consideration, please send a current resume and a letter of interest, including a statement of how you will contribute to diversity and inclusion efforts on campus, to Christina Sabel (sabelc@ripon.edu). Review of applications will begin the week of January 4, 2021 and continue until the position is filled. To request a complete job description please email Christina Sabel.

Ripon College is committed to the principles of equal opportunity and adheres to non-discriminatory policies in employment and student enrollment. Ripon College is an equal-opportunity employer and encourages women and minorities to apply. EOE