



**Job Title: Director of Human Resources**

**Department/Organization:** Tiger Athletic Foundation

**Summary:**

The Tiger Athletic Foundation is currently seeking applicants for the Director of Human Resources position. The Director of Human Resources is responsible for all employment related matters including onboarding and recruitment efforts, benefits administration, employee relations, training, performance management, policy implementation, and employment law compliance.

This position is an exempt position that will offer full time benefits such as paid health insurance and 401 K offered in conjunction with this position.

**Responsibilities and Duties:**

This position must be in contact with TAF, Athletic Department, and University employees, guests, visitors, donors, and stakeholders, and its occupant must demonstrate a commitment to respectful cooperation with all stakeholders in the Campus environment. Specific responsibilities include:

- Understanding of and commitment to goals, values, and mission of TAF.
- Dedication to teamwork, a positive attitude, and demonstrated behavior that promotes cooperation, builds trust, and reflects a commitment to a workplace of dignity and respect and equal employment opportunity.
- Administers various human resource plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
- Administers the compensation program; monitors the performance evaluation program and revises as necessary.
- Organizes ongoing staff training (NCAA compliance, sexual harassment, ethics, etc.)
- Communicates with TAF HR Committee and TAF Executive staff to develop HR policies and procedures that align with the organization's mission and goals.
- Communicates TAF policies and benefits to staff
- Performs benefits administration to include claims resolution, change reporting, approving invoices for payment and communicating benefit information to employees.
- Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-pathing program and writes and places advertisements.
- Handles employee relations counseling, outplacement counseling and exit interviewing.
- Participates in administrative staff meetings and attends other meetings and seminars. Maintains company organization charts and the employee directory.
- Maintains human resource information system records and compiles reports from the database.
- Maintains compliance with federal and state regulations concerning employment.
- Compile payroll data such as garnishments, vacation time, insurance and 401(k) deductions.
- Process payroll and ensure accuracy and integrity within HRIS and payroll software.

**Preferred Knowledge, Skills and Abilities:**

- Bachelor's Degree in relevant field, plus 5-7 years of work experience in relevant industries or fields.
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification required.
- Oral and written communication skills necessary to organize, plan, and implement major sporting events and specialty events.
- Utilization of excellent interpersonal skills to provide quality customer service, and to interact with a wide variety of stakeholders and clients, including donors, guests, and persons associated with the University community and the Athletic Department.

**To Apply:**

Interested and qualified candidates should apply via [www.lsutaf.org/about/jobs](http://www.lsutaf.org/about/jobs)