

LOYOLA ACADEMY

Loyola Academy, Wilmette, IL

Job Title: Human Resources Director – Full time

General Summary: Responsible for the development and management of all human resources functions and activities including talent management, organization and leadership development, talent acquisition, total rewards, compliance and employee relations.

Responsibilities:

- Develop and implement an effective talent acquisition and retention management program, including but not limited to recruitment, hiring and retention of excellent and diverse employees, for all positions. Create and manage exit process for employees leaving the organization and utilize information as appropriate.
- Consistent administration of employee engagement survey as well as developing initiatives in response to information obtained through the survey.
- Work with the leadership and department chairs to develop training and educational programs that ensure a culture based upon Ignatian principles and ensure transparency and positive team relations within and among departments as well as leadership.
- Develop and coordinate various employee relations activities and communication to foster positive employee culture at Loyola Academy. Act as an appropriate channel for employee concerns to school leadership.
- Oversee the performance management process, including but not limited to utilizing appropriate documentation and tools; furthermore, utilize information to develop high potential talent, succession planning, and retention risk assessment.
- Educate and develop appropriate programs and tools in order that leadership, faculty, coaches and other employees understand the guiding principles and vision of Loyola Academy as well as develop procedures to ensure assessment.
- Work with administration to educate and assess coaches and other individuals who may receive a stipend for their participation in understanding their roles as well as compliance with all Loyola Academy procedures, etc.
- Manage, revise, facilitate and implement all compliance and legal aspects of the human resources function, including but not limited to the school's human resource policies, updating the faculty and staff employee handbooks, as necessary, government reporting as well as regulations, maintenance of confidential human resource and employment records as well as perform periodic audits to ensure compliance. In addition, communicate all revised or new human resource policies to the employees.
- Coordinate and implement appropriate compensation and benefit programs (e.g., 403b plans, etc.) and practices, including ensuring internal equity as well as all other legal requirements.
- Administer employee benefit programs and assist employees with questions, issues, etc., as needed.
- Work with leadership and departments to update job descriptions and other appropriate human resource documentation.
- Prepare annual evaluation program and assist supervisors with performance and employee relations issues.
- Comply with Archdiocesan and Jesuit protocols and safety standards.

Required Knowledge, Skills, and Abilities:

- Knowledge of HR principles, procedures, standards, practices, related federal, and Illinois state law, including COBRA, FMLA, CMS, Workers Compensation mandates, EEO, and ACA.
- Ability to effectively handle multiple, concurrent priorities, functions and activities.
- Strong communication and interpersonal skills are necessary. Is an effective communicator, both written and oral, with all levels of administration, faculty, staff and other individuals throughout the organization. Ability to foster an atmosphere in which people work together collaboratively and effectively.
- Maintain a high level of discretion and confidentiality.
- Employ Catholic and Jesuit principles in the workplace and grow in understanding of tradition.
- A team player. Outstanding team and relationship management, interpersonal, change management, conflict resolution, collaboration, creative problem solving and coaching skills.

Supervision: Reports to the President of Loyola Academy and Loyola Academy CFO / COO

Education and Experience:

- Bachelor's degree required preferably in Human Resources or related field. SPHR/PHR certification a plus.
- Knowledge of accounting, computer software, insurance and human resource management required. Experience with Blackbaud is desirable.
- Five years' minimum experience in human resources.
- Experience in education or a non-profit organization is beneficial.