

STERLING COLLEGE

Job Description **Director of Human Resources** **2026**

Reports to: CFO

Qualification: Full-time, exempt

Description:

Responsible for directing all aspects of the human resource function including, but not limited to: ADA, employee orientation, verification, benefits, compensation, training and development, policy interpretation, leaves including FMLA, workers compensation, performance management and unemployment. This position is responsible for human resources records retention and serves as the key employee for any employment law and its interpretation and impact on the college and its employees.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Knowledge of office administration procedures.
- Demonstrated interpersonal skills related to working with diverse students, faculty and staff.
- Ability to maintain a high level of confidentiality.
- Detail oriented with ability to work accurately, as well as prioritize responsibilities.
- Excellent organizational skills necessary.
- In depth knowledge of all the government agencies and what they require including but not limited to EEOC, NLRB, DOL, OSHA, IRS, ICE, USCIS.
- Solid computer skills – including the ability to learn and apply skills to new software programs.

Responsibilities:

- Develop processes to source, recruit and hire new college employees within budgetary constraints.
- Plans and implements a consistent new hire paperwork and orientation program for new employees.
- Responds in a timely manner to any employment verification or reference.
- Comply with any federal, state or college requirements related to employment including I-9 compliance.
- Provides consultation to the CFO, supervisors and the President on human resource issues.
- Handles sensitive employee matters with positive and proactive outcomes for the college and could consult with legal counsel.
- Ensures compliance with all applicable regulatory agencies in regards to employment.
- Develops and maintains annual employee evaluation procedures.
- Plans, develops and implements college-wide training.
- Responsible for maintaining and updating college employee job descriptions in consultation with supervisors.
- Responsible for completion of various employee, payroll and benefit surveys.
- Process monthly payroll accurately and on schedule.
- Review and verify employee time records, overtime, deductions, and other payroll adjustments.
- Prepare and submit payroll tax filings and payments in accordance with applicable deadlines.
- Responsible for year-end payroll reports and W-2 preparation and reconciliation.
- Responsible for annual staff and faculty enrollment in benefits programs and provides on going

consultation and administration with employees and benefits providers including any open enrollment events.

- Administer leaves of absence, including the eligibility and timekeeping requirements of FMLA.
- Administer Cobra within the legal timeframe.
- Administer workers comp and work in a positive manner with workers comp provider.
- Administer policies and procedures.
- Administer existing policies, including the employee handbook updates.
- Develop and recommend new policies and procedures to comply with legal mandates.
- Keep employment posters up to date throughout the college campus.
- Maintains all employees' personnel and confidential benefit and medical files.
- Analyzes and recommends measures to improve methods, performance and quality of human resource products or services.
- Duties, responsibilities and activities may change at any time with or without notice.

Essential Job Functions:

- Must be able to push, pull, and lift a minimum of 25 pounds.
- Must be able walk up and down stairs and climb ladders.
- Be able to coordinate movement of the fingers and hands as well as have adequate dexterity and strength to complete tasks.
- Be able to use upper extremities to frequently press against something with steady force in order to thrust forward, downward or upward.
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.
- Be able to sit for long periods of time.

Education/Experience:

- 2 Years experience or more in Human Resources office or department, preferably in an academic environment.
- Bachelor's degree required. Certification in Human Resources preferred.
- Excellent written, oral and interpersonal communications skills are necessary.
- Proficiency in Microsoft Office products including Windows, Excel, Power Point, Word, and Outlook; and proficiency in Jenzabar or similar HRIS platform desired.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.