



ASSOCIATED STUDENTS
SAN JOSE STATE UNIVERSITY

Position Title: Human Resources Manager
Position Department: Human Resources
FLSA Status: Exempt
Full Time/ Part Time: Full Time
Reports To: Executive Director
Compensation: \$85,000- \$110,000

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Associated Students Summary

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the César Chávez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Position Summary

As a key member of the Leadership Team, the Human Resources Manager (HR Manager) is responsible for aligning business objectives with employees and leadership in designated areas of Associated Students. The position formulates partnerships within the organization, SJSU campus and Auxiliary Organization Association (AOA), among others, to deliver value-added service that reflect the objectives of the organization. The HR Manager is expected to maintain an effective level of business literacy related to talent, financials, compensation, culture, performance management, and long and short-term goals of the organization.

The Human Resources Manager is also responsible for the direction of two professional staff members employment processes and administrative functions; including but not limited to: onboarding, talent acquisition, ADP Workforce Now, benefits administration, records retention management, risk compliance, and local, federal and state labor compliance.

Essential Functions

- Works in collaboration with the Executive Director and various stakeholders to develop and implement strategic goals and policies for the organizations (ten (10) unique departments and its employees).
- Consults with the Associated Students Leadership Team to provide guidance where appropriate to support the organizational growth and development related to human potential, risk management, and professional development.
- Analyzes talent, compensation and retention trends and metrics in partnership with the appropriate leadership staff to develop solutions, programs and policies.
- Manages and resolves complex employee relations issues and conducts effective, thorough and objective investigations, and plans and implements preventive and risk-aversion training on a regular basis.

- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Consults legal council and other resources to support the compliance as required.
- Provides HR policy guidance and interpretation to leadership team and supervisory staff (coaching, counseling, career development, disciplinary actions).
- Supports HR professional staff with gaining the appropriate HR functional knowledge and application through coaching and mentorship.
- Oversees the talent acquisition and retention efforts for all staff, student, and temp workers, which includes workforce planning with department leaders, and providing expert guidance related to job development, compensation, promotion.
- Oversees the strategic aspects of employee onboarding and engagement, regularly assesses program components and implements initiatives that enhance engagement and connection to the organization.
- In partnership with other key leaders, participates in the development, implementation and evaluation of training and development programs that align with key goals and assessment measures.
- Develops, recommends, and implements personnel policies. Consults with legal counsel or additional third-party resources as needed to determine appropriate personnel administration.
- Oversees the employee benefits program, including but not limited to medical, dental, vision, the Employee Assistance Program, 401(K), and wellness program. Evaluates the program's effectiveness and ensures comprehensive options that remain compliant with relevant personnel policies. Promotes benefit fairs and educational resources for benefited staff as needed.
- Oversees the payroll administration process to ensure the accuracy of employee records and timely payroll processing and reporting, and federal, state, or local regulatory compliance.
- Manages the employee Leave of Absence, ADA, and Workers Compensation programs and processes and ensures federal, state or local regulatory compliance.
- Establishes and maintains a risk management plan, which includes training and procedures that are in compliance with federal, state or local employment or OSH regulations.
- Provide fiscal leadership and management of a \$300,000 plus department budget.
- Maintains professional and technical knowledge by attending appropriate training, workshops, and conferences.
- Serves on various University and organization-wide committees as a representative of Associated Students and the Human Resources Department.
- Performs other projects and duties as assigned.

Knowledge, Skills, and Abilities

- Strong ethical practices and the ability to exhibit a high level of confidentiality due to the sensitive nature of position.
- Broad knowledge in employment law, compensation, benefits administration, organizational planning, organizational development, employee relations, and training and development.
- Strong employee relations skills, with the ability to establish and maintain harmonious relationships with students and staff.
- Minimum of 3-5 years of experience resolving complex employee relations issues.
- Ability to analyze and interpret laws and successfully develop and implement policies and procedures.
- Ability to work independently with minimal supervision and delegate and manage workflow of direct reports.
- Excellent oral and written communication skills and the ability to analyze problems, facilitate solutions, and promote Associated Students.
- Demonstrated knowledge of Microsoft Office, G Suite, Adobe Acrobat Reader, and ADP.
- Maintain professionalism at all times while providing positive customer service to students, faculty and staff.
- Occasional overnight travel to conferences required for annual conferences and retreats as needed.

Work Environment, Hours and Physical Demands

- This job operates in an office environment and routinely uses standard office equipment.

- Work hours are Monday through Friday, 8:00 AM – 5:00 PM. Occasional evening and weekend work may be required as job duties demand.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.

Required or Preferred Education and Experience

- BA/BS degree in a related field with at least five years of human resource management experience is required, Masters degree preferred.
- SPHR or SHRM-SCP certification required.
- Successful experience and expert knowledge of multiple human resource disciplines, including organizational development, change management and employee relations.
- Successful experience as an HR leader in a nonprofit or education based organization of 100 or more employees in various employment classifications.

Summary of Benefits

Associated Students offers a competitive and comprehensive benefits package for this position including but not limited to the following:

- 100% employer paid health (medical, dental, vision) premiums for employee and qualified dependents. Plans for Kaiser and Anthem (HMO, PPO)
- 401(k) plan with 7% matching
- Sick time accrual of 4 hours per pay period
- PTO time accrual of 8 hours per pay period
- Personal Holiday - 8 hours per calendar year
- Paid Holidays - 11 days per calendar year designated by San Jose State University and Associated Students
- Free and discounted tuition at our Child Development Center for Infants-Preschool ages
- Tuition Reimbursement for employees or qualified dependents
- Basic Term Life Insurance, up to \$50,000 with 100% employer paid premium

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