

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – www.stonechild.edu

EMPLOYMENT ANNOUNCEMENT:

Job Title:	Human Resources Director
Opens:	January 23, 2025 – open until filled
Supervisor:	President
Classification:	Full-time, non-exempt
Salary:	According to SCC Salary Scale, depending on experience and education – Fringe Benefits

JOB SUMMARY:

Stone Child College is seeking a highly motivated and experienced Human Resources Director. The HR Director will oversee all aspects of the College's human resources operations, ensuring compliance with federal, state, and tribal regulations, fostering a positive workplace culture, and supporting SCC's mission of advancing educational opportunities for students.

JOB DUTIES:

Strategic Leadership:

- Develop and implement HR strategies that align with the College's mission and strategic plan.
- Serve as an advisor to the College's leadership team on workforce planning, organizational structure, and policy development.

Recruitment and Talent Management:

- Lead recruitment, selection, and onboarding processes to attract and retain top talent.
- Oversee performance management, ensuring regular evaluations and opportunities for professional development.
- Prepare applicant files for the Hiring Committee.
- Schedule interviews and prepare interview questions.

Employee Relations:

- Foster a positive and inclusive workplace culture, addressing employee concerns and promoting engagement.
- Act as the primary point of contact for conflict resolution, guidance to supervisors on disciplinary actions, policy application and grievance procedures.

Compliance and Policy Management:

- Ensure compliance with federal, state, tribal, and local employment laws and regulations.
- Update and maintain policies and procedures.
- Serve as the Title IX Coordinator and ensure compliance with Title IX policies and procedures.

Compensation and Benefits:

- Oversee benefits administration and enrollment.
- Process all personnel action forms and contracts for all College staff, faculty, contractors, and any students receiving payroll.
- Conduct regular compensation reviews to ensure competitive and equitable pay practices, and maintain the salary scales for all positions.

Training and Development:

- Develop and implement professional development programs to enhance employee skills and leadership capabilities.
- Ensure staff training plans are delivered for FERPA (Family Educational Rights and Privacy Act), Title IX of the Education Amendments of 1972 to prevent sex-based discrimination, and any other training required by the Department of Education, Accreditors, or AIHEC (American Indian Higher Education Consortium).

Onboarding and Offboarding:

- Manage the new employee integration process; including paperwork, benefits, introduction to the College's

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culture, and necessary compliance training is completed.

- Facilitate the departure of employees by handling paperwork, ensuring College property is collected, conducting exit interviews, and aid in the knowledge transfer to other team members.

Other Duties:

- Serve on the Administration Team.
- Support the College in carrying out the Strategic Plan and Accreditation requirements.
- Serve on one or more of the College's Strategic Planning Committees.
- Serve as a Co-Advisor to students, if needed. Will need to learn the EMPOWER student information system.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's degree in human resources management, business administration, finance, or related field required.
- Master's degree in human resource management, business administration, organizational leadership, finance, or related field preferred.
- Thorough understanding of labor laws, employment regulations, HR best practices, compensation and benefit structures.
- Experience working in Native American communities and understanding of tribal culture, traditions, and values highly desirable.
- Effective communication, conflict resolution, negotiation, talent acquisition, performance management, employee engagement, succession planning and budget management skills.
- Experience in project management, or related roles preferred.
- Demonstrated ability to think strategically and make decisions, be adaptable, ability to build trust and rapport with employees at all levels and foster a positive work culture.
- Ability to build relationships with stakeholders at all levels within an organization.
- Ability to work effectively both independently and as part of a team.
- Proficiency in Microsoft Office Suite, human resource information systems (HRIS), and other relevant software applications.
- Valid driver's license and ability to travel locally as needed.

HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

- Letter of interest
- Current resume or CV
- Official Transcripts from all colleges/universities attended
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application (<https://www.stonechild.edu/employment/>)

Via email to: SCC Human Resources - hr@stonechild.edu. Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.