St. Bonaventure University is seeking to fill the position of Director of Human Resources. Reporting to the Senior Vice President for Finance and Administration, the Director of Human Resources is charged with translating university, campus, and departmental needs into effective HR strategies. As such, the Director provides leadership and management in employment services, payroll and benefits services, performance management, employee relations, position classification and compensation, risk management (employment-related) and professional development and learning; advises senior managers on HR-related strategies and practices; oversees a proactive service-oriented approach to HR; ensures compliance with policies, procedures and laws; provides leadership to support change and diversity in employment matters and promotes initiatives to assist the University in becoming an employer of choice.

The position requires a bachelor’s degree in business, higher-education administration, or other related area combined with a minimum of 10 years of experience in increasingly responsible management positions. A master’s degree in a related field is preferred. Ideal candidates will have demonstrated success in a higher education environment in a leadership role in human resources in the context of policy, process, organizational culture and laws/regulations and the aptitude and skill to exercise good judgment, diplomacy, and perceptual objectivity to effectively make and execute decisions.

Application review will begin immediately and continue until the position is filled. A complete application will include a cover letter addressing the qualifications above, curriculum vitae, and the names, e-mail addresses, and phone numbers of five references to Bonnie Sturdevant, Executive Administrative Assistant, St. Bonaventure University, PO Box 2448, 230 Hopkins Hall, St. Bonaventure, NY 14778 or via email to bsturdev@sbu.edu. Please be sure to add “Job Posting: “Human Resources Director” to the subject line of the email.

As the nation’s first Franciscan university, we believe in the goodness of every person and the ability of every person to do extraordinary things. Located 75 miles south of Buffalo near Olean, N.Y., St. Bonaventure’s picturesque campus is nestled in the foothills of the Allegheny Mountains – known as the Enchanted Mountains region. In addition to its high-quality and distinctive academic programs, St. Bonaventure University is a member of the NCAA Division I athletics in the Atlantic 10 conference.

To view more information about the University, click on this link: St. Bonaventure University Profile

St. Bonaventure University is an Equal Opportunity Employer, committed to fostering diversity in its faculty, staff and student body, and strongly encourages applications from the entire spectrum of a diverse community. Applicants must be able to pass a criminal background check. Unless otherwise provided by law, a criminal record will not automatically disqualify an individual from employment.