**Job Title**  
Director of Human Resources  

**Classification**  
Exempt (Salary)  

**Department**  
Human Resources  

**Hours Per Week**  
Full-time  

**Salary**  
Commensurate with experience  

**Available**  
Immediately  

**Position Summary**  
Directs the overall provision of human resources service, policies, and programs for the institution. Ensures human resources management policies, practices, and process align with business needs, support the effective use of the university human resources, and comply with state and federal employment laws. Serves as a strategic business partner and provides guidance, advice, and counsel to the university management team and employees.

**Qualifications**  
- **Education:** Bachelor’s degree in Business or equivalent experience; Bachelor’s degree with an emphasis in human resources preferred  
- **Licenses/Certifications:** Professional in Human Resources (PHR) required*; Senior Professional in Human Resources certification (SPHR) preferred*. (*Certification must be earned within 1-2 years of employment if not already conferred).  
- **Experience/Skills**  
  - **Years of experience:** 3-5 years, 6-10 years preferred.  
- **Additional Job-Specific Qualifications**  
  - Broad knowledge and experience in employment law, compensation, benefits, organizational planning, employee relations, safety, and training and development required.  
  - Demonstrated experience leading and developing employees required.  
  - Strong Interpersonal people skills.  
  - Excellent computer skills in MS Windows environment including Word, Excel, and Outlook required  
  - General knowledge of state and federal employment laws and practices required; specialized training preferred.  
  - Experience in the administration of benefits, compensation, and other human resources programs required; specialized training in some or all of these areas preferred  
  - Active affiliation with HR networks and organizations (ex. National and local SHRM membership), and with organizational leaders who have effective human resources management practices preferred.  
  - Supervises employees in HR  

**Job Description**  
For detailed job description, [click here](#).  

**Apply**  
[Apply For This Position](#) (External Applicants)  
[Apply for This Position](#) (Internal Applicants, Current employees, not Student)  

*Please also submit a cover letter and resume along with the employment application. Within the employment application, an option is provided giving the ability to upload your cover letter and resume.*  

**Questions**  
Human Resources: 509-527-2820 or email: [employment@wallawalla.edu](mailto:employment@wallawalla.edu)