### Walla Walla University

**Seventh-day Adventist Higher Education**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Associate Director of Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td>Exempt (Salary)</td>
</tr>
<tr>
<td>Department</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Hours Per Week</td>
<td>Full-time</td>
</tr>
<tr>
<td>Salary</td>
<td>Commensurate with experience</td>
</tr>
<tr>
<td>Available</td>
<td>Immediately</td>
</tr>
<tr>
<td><strong>Position Summary</strong></td>
<td>Assists Director in all aspects of human resources operations. Administers, implements, and develops comprehensive benefits programs. Incumbent acts as full back up to Director.</td>
</tr>
</tbody>
</table>

**Qualifications**

- **Education**: Associates degree (AA) or equivalent from two-year College or equivalent experience. Bachelor’s degree with emphasis in Human Resources, Business Administration or related field preferred. PeopleSoft experience preferred.

- **Licenses/Certifications**: PHR or SPHR preferred. Certification to be pursued by incumbent during the first 1-2 years of employment if not conferred. Experience with Caliper and Caliper Certification preferred. Mediation training and/or certification is preferred.

- **Experience/Skills**
  - **Years of experience**: 1-3 years, 3-5 years preferred.
  - Proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint).
  - Ability to learn and apply knowledge of new computer based systems and applications quickly.
  - Basic math skills, accuracy, problem solving and confidentiality, and self-motivation are essential.

**Job Description**

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

**Apply**

- **Apply For This Position** (External Applicants)
  
  *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 up-load your cover letter and resume.*

- **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 up-load your cover letter and resume.*

**Questions**

Human Resources: 509-527-2820 or email: employment@wallawalla.edu