

## **Human Resource Business Partner**

Lackawanna College is a private, accredited college serving the people of Northeastern Pennsylvania. Our main campus is located in downtown Scranton, and our footprint includes satellite centers in Covington Twp., Hawley, Hazleton, Sunbury, Towanda and Tunkhannock. Our mission is to provide a quality education to all persons who seek to improve their lives and better the communities in which they live.

We are currently looking for a Human Resource Business Partner with a proven ability to thrive in a fast-paced environment.

Reporting to the Vice President, the Human Resources Business Partner (“HRBP”) provides HR leadership and expertise and assists in the management of the day-to-day operations of the Human Resources office. The HRBP works closely with employees across the College, providing guidance, training and support with respect to hiring and onboarding, benefits, leave management, employee relations, compensation and performance management and other HR related matters. The HRBP will also develop, implement and supervise various HR programs, metrics and services that are consistent with the College’s mission and strategic plan.

### **ESSENTIAL FUNCTIONS (Include but not limited to):**

1. Assist the Vice President of HR in developing and implementing HR strategies and initiatives aligned with the College’s goals and Institutional Strategic Plan.
2. Employee Relations: Coach, mentor and guide employees and managers on various HR related matters.
3. Recruitment: Oversee recruitment process to include our applicant tracking system, interviews, offers, background checks and related compliance and metrics.
4. Onboarding: Deliver a robust onboarding experience for new all hires based on best practices and current trends, continuously evaluating and improving the process based on participant feedback.
5. Benefit Administration:
  - a. Serve as liaison between the employees and the College’s broker for insurance issues. Assist the VP with evaluating insurance options annually and actively participate in the annual negotiation process.
  - b. Coordinate the Open Enrollment process and oversee wellness initiatives to ensure compliance, maximum effectiveness and relevance.
6. Leave Management: Oversee and ensure compliance with respect to leave management (FMLA, ADA, Workers Compensation).
7. HRIS Management: Implement HR technology solutions and processes to streamline HR functions and improve operational efficiency.
8. Training & Development: Coordinate mandated and professional development training to staff.

9. Performance Management: Assist managers with addressing performance issues and implementing corrective action and performance improvement plans as necessary.
10. HR Metrics. Responsible for the development and monitoring of human resource metrics and the implementation of actions based on those metrics.
11. Recommends and proposes new HR approaches, policies, and procedures to effect continual and purposeful improvements in efficiency and data-driven decisions.

**KEY COMPETENCIES:**

- Strategic Thinking: Ability to develop and execute innovative strategic plans.
- Strong leadership and people management skills. Interacts with employees in a positive and helpful manner.
- Proven ability to work cross-functionally to support overall organizational objectives.
- Proactive and results-oriented with the ability to manage multiple priorities in a fast-paced environment.
- Exercises sound judgment and exhibit strong decision-making and problem-solving skills
- Knowledge of HR systems and tools; experience with ADP a plus.
- Knowledge of all state and federal regulations that pertain to the College.
- Ability to communicate effectively in writing, verbally and electronically.
- Ability to listen and deal fairly in all HR related matters.
- Ability to motivate and counsel employees.
- Ability to maintain strong attention to detail in a fast-paced environment.
- Ability to maintain confidentiality.

**EDUCATION:**

- Bachelor's Degree in Human Resources, Business Administration or related field required.
- PHR and/or SHRM-CP certification preferred.

**EXPERIENCE:**

- Minimum of three (3) years prior Human Resources experience required.
- Prior experience in higher education preferred
- Experience in making data-driven strategic decisions preferred.

To apply, click [here](#)