

## Director of Human Resources

We are seeking a Director of Human Resources to join our team. The Director will play a crucial role in shaping and maintaining the employee experience and working with employees across the organization. This role will oversee the full employment lifecycle, assisting employees throughout their time at Florida College and Florida College Academy. The Director will be responsible for a variety of tasks, including administering benefits, communications, and training, as well as acquiring top talent. This position will report directly to the President of Florida College.

### **Key Responsibilities:**

Oversee the full employee life cycle from application to retirement, including onboarding/offboarding, employee changes, data management, and compliance.

Assist managers with the development of job descriptions, job postings, recruitment process, interviews, job offers, and annual contract renewals.

Manage personnel records, assist managers with annual performance reviews, and ensure the confidentiality of employee records.

Administer the Florida College benefit plans, serving as the main point of contact for benefits and insurance vendors, and managing annual open enrollment.

Assist employees with all benefit-related questions, including claims.

Administer fringe benefits, assist employees with enrollment and changes, and provide accounting with enrollment elections.

Work with the Vice President of Finance & Operations on the creation of annual payroll budgets and various payroll and benefits-related items.

Manage student worker hiring for on-campus jobs and work with the Director of Financial Aid for federal work-study opportunities and placement.

Work with the Vice President of Finance & Operations in the management of retirement benefits.

Manage and coordinate employee training, including safety procedures and protocols.

Maintain personnel manuals, organizational charts, policy, and procedures.

Manage compliance with regulatory requirements, state and federal reporting, audits, surveys, certification, and training.

Comply with all applicable institutional, local, state, federal, and appropriate laws and regulations.

Assist with campus communication, surveys, and coordination.

Administer the institution's wellness initiatives.

Perform and support other related duties as assigned.

**Qualifications:**

Bachelor's or advanced degree in Business, HR, Management, or a closely related field.

Progressive human resource-related experience.

Proficiency with Microsoft Office (Word, Excel, PowerPoint, etc.) and Adobe Acrobat is required.

Ability to present information clearly and concisely.

Excellent verbal and written communication skills.

Ability to collaborate with others and handle confidential matters.

Excellent customer service and interpersonal skills.

Ability to be flexible, independent, and multi-task based on the needs to support employees, students, and the institution.

Interested applicants should submit a cover letter and resume to Karri Sample – Executive Assistant to the President <SampleK@floridacollege.edu>. Priority consideration will be given to applicants whose materials are received by June 1, 2026. Florida College is committed to maintaining a safe and secure campus environment and protecting the financial and physical assets of the institution. Therefore, Florida College conducts background checks on all finalists for employment. Florida College is an Equal Opportunity Employer and does not engage in prohibited discrimination in employment based on race, color, religion, national or ethnic origin, age, sex, disability, or prior military service. Florida College complies with applicable federal and state nondiscrimination laws.