



## **RHODE ISLAND COLLEGE JOB DESCRIPTION**

Position classification: NUNC  
Date created or revised: 9/14/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Manager of Recruitment, Worker's Compensation, and HRIS  
Status: Full-time, 35 hours, standard hours  
Grade: 12  
Union Affiliation: NUNC (Non-Union/Non-Classified)  
Reports To: Director of Human Resources

### **PRIMARY PURPOSE:**

Manage the recruiting process of professional, faculty and staff positions. Manage the College's Workers' Compensation Program and annual service recognition programs. Oversee the Human Resource Information System (HRIS) as it relates to the information system support of employment, benefits administration, labor relations, record administration, and other HRIS functions. Supervise daily activities of HRIS Coordinator.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### **Essential Job Functions:**

- Administer the recruitment process for faculty and administrative staff positions.
- Meet with Department Chairs and Director of Affirmative Action to discuss position vacancy and content of ad copy for posting.
- Develop and/or revise and maintain official faculty and staff job descriptions and departmental organization charts; ensure compliance with the Americans with Disabilities Act.
- In coordination with Affirmative Action, prepare job descriptions and related material for Personnel Review Committee (PRC); update official job descriptions following approval, and maintain file.
- Develop and/or assist in developing job advertisements.
- Arrange for ad placement in newspapers, journals, magazines, websites, list-serves, and RIC web site (including classified positions) and oversee mailing of position postings to internal and external agencies/departments.
- Administer the Rhode Island College Workers' Compensation Program. This includes: developing new policies and procedures for the reporting of work-related incidents/injuries, training employees in work-related safety issues, and ensuring the timely completion of all necessary paperwork.
- Act as the principle liaison between the State Office of Workers' Compensation, the Donnelly Center, and Rhode Island College.
- Develop return-to-work programs for employees; discuss cases with the State's workers' compensation attorneys, and write reports.
- Prepare annual Faculty and Staff Evaluation forms.
- Respond to all requests for salary and other related survey participation as approved by the Director.

- Coordinate with the Office of the President and the Coordinator of Special Events in preparing and conducting the annual employee service recognition and retirement events.
- Coordinate, with the Office of Publications, publication of the College's annual Faculty and Staff Directory.
- Supervise daily activities of HRIS Coordinator to ensure accuracy and completeness of all data.
- Assist the HRIS Coordinator in training users in HRIS operation procedures and information availability.
- Update and maintain the Rhode Island College Human Resources Web site.

**Occasional Job Functions:**

- Develop and make policy procedure recommendations to the Director of Human Resources.
- Perform other related duties and responsibilities as assigned by the Director of Human Resources.
- Assist in projects for other departments and organizations on campus.

**REQUIRED QUALIFICATION STANDARDS:**

**Education:**

Bachelor's Degree.

**Experience:**

- Minimum of five years' experience in a position managing one or more of the following HR functions: employment and/or recruitment, workers' compensation, benefits, HRIS, compensation, and labor relations.
- Hands-on experience with the operation and maintenance of an effective HRIS.

**Skills, Knowledge, and Abilities:**

- Demonstrated ability to provide high quality service to both internal and external customers in a highly demanding environment.
- High level of computing skills including proficiency in Microsoft Office.
- Ability to prepare documents and reports in spreadsheet formats.
- Ability to guide, direct and train users on systems operations and procedures.
- Proven track record of effectively relating to and communicating with all levels of employees within a major organizational entity.
- Excellent written and verbal skills.
- Demonstrated ability to provide high quality service to both internal and external customers in a highly demanding environment.
- Excellent organizational skills; must be able to simultaneously carry out a variety of functions/projects.

**PREFERRED:**

- Master's Degree.
- Experience in an institution of higher education.

- Experience using PeopleSoft.
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*