



Job Title: HR Director

Location: Western Tennessee A&M Trade School

Job Type: Full-time, Permanent

Reporting to: Chief Operating Officer

Overview:

Western Tennessee A&M Trade School is seeking an experienced HR Director to lead the human resources department. The HR Director will be responsible for developing and implementing HR policies and procedures, managing employee relations, overseeing recruitment and retention efforts, and ensuring compliance with legal and regulatory requirements. The successful candidate will have strong leadership skills, excellent communication skills, and a deep understanding of HR best practices.

Responsibilities:

- Develop and implement HR policies and procedures that align with the school's goals and mission.
- Manage employee relations, including conflict resolution, performance management, and employee development.
- Oversee recruitment and retention efforts, including job postings, interviewing, and onboarding.
- Ensure compliance with legal and regulatory requirements, including labor laws, safety regulations, and EEOC guidelines.
- Manage compensation and benefits programs, including salary administration, employee benefits, and insurance programs.
- Develop and implement employee engagement initiatives to improve morale and foster a positive work culture.
- Provide guidance and support to department managers on HR-related issues.
- Manage HR data and generate reports to inform decision-making.
- Stay up-to-date on industry trends and best practices related to HR management.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or related field.



- Minimum of 7-10 years of experience in HR management, preferably in a higher education setting.
- Strong leadership skills, with experience in leading and motivating a team.
- Excellent communication skills, both written and verbal.
- Demonstrated ability to develop and implement HR policies and procedures.
- Knowledge of legal and regulatory requirements related to HR management.
- Familiarity with HR software and data analysis tools.
- Ability to work in a fast-paced environment and meet deadlines.

If you meet the requirements and are excited about the opportunity to lead a dynamic and growing team, we encourage you to apply for this position.