



Job Vacancy Announcement
Director of Human Resources

POSITION TITLE: Director of Human Resources

JVA#: 2026-36

DEPARTMENT General Counsel, Office of the President

POSITION SUMMARY: Reporting to the General Counsel, the Director of Human Resources provides strategic leadership, oversight, and operational management of the University's Human Resources Office in alignment with the institution's mission, vision, and goals. The Director is responsible for the comprehensive administration of all HR functions, including talent acquisition and retention, classification and compensation, performance management, employee relations and grievance processes, equal opportunity and affirmative action compliance, policy development and implementation, ADA and FMLA administration, medical management, benefits and payroll oversight, training and professional development, and department budget management. The Director ensures regulatory compliance, promotes a positive and inclusive workplace culture, and partners with University leadership to support organizational effectiveness and workforce excellence.

POSITION CLASSIFICATION/COMPENSATION: This position is a Nonclassified, full-time, and carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

CORE RESPONSIBILITIES:

- Takes a lead role in coordinating employee relations issues in the preparation of documentation for formal disciplinary and grievance matters, collaborating with leadership as appropriate and on a need-to-know basis.
- Oversee and coordinate, to the extent possible, that investigations of reports and complaints are handled appropriately, adequately, reliably, promptly, confidentially, and impartially, coordinating with General Counsel when matters may involve legal claims, regulatory violations, or litigation risk.

- Advise on serious employee relations matters, grievance process, and sensitive personnel issues, consulting with General Counsel in cases with potential legal implications or regulatory concerns.
- Collect and analyze data, write comprehensive reports, conduct investigations, and maintain records of investigations, in consultation with General Counsel when issues involve potential legal claims or external agency actions.
- Identify systemic problems, including review and revision of relevant BSU policies, recommending policy changes in collaboration with General Counsel to ensure legal compliance and risk mitigation.
- Ensure compliance with federal, state, and local laws and regulations and university policies and procedures, coordinating with General Counsel for legal interpretation and guidance on complex or ambiguous requirements.
- Oversee budget for the Office of Human Resources
- Direct the Office of Human Resources and its operational activities
- Serve as key resource and collaborator with campus administrators, faculty, and staff regarding the Office of Human Resources services provided, such as those related to employee recruitment and retention, employee relations, staff classification, and compensation, staff performance management, equal employment opportunity and affirmative action, related policy development and implementation, and grievance process.
- Classification and Compensation: Assist supervisors in the completion of the Position Description Form;
Classify positions as per the state's system of classification; Conduct job audits as necessary
- Oversee Benefits Administration: responsible for helping employees enroll in benefits programs such as health, dental, vision, short-term and long-term disability, workers' compensation, life insurance, flexible spending accounts, TIAA Retirement, and Open Enrollment.
- Provide management for the recruitment and search process
- Medical management: FMLA determinations and notices for employees absent for more than five consecutive days due to a medical condition and Catastrophic Leave Program
- Serve as a key resource and collaborator with campus administrators, faculty, and staff regarding the Office of Human Resources services provided

- Database Management: Maintenance of employee personnel records and maintaining relevant data in various databases, including Years of Service data, pay history, promotion, and education.
- Maintenance of HR-related forms, resource guides, Staff Handbook, webpage, and other posted documents
- Provide supervision and direction of the staff within the Office of Human Resources. Manage recruitment, training, supervision, professional development, and performance evaluation of assigned staff
- Oversee and manage all operations of the university's Payroll Department
- Performance Management: Annual, three-month, and six-month plans for improvements.
- New employee orientation/onboarding.
- Supervisor and Staff Training.
- HR Reporting: Affirmative Action, CUPA-HR.
- Perform other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's degree from an accredited institution, preferably in business administration or human resources management, required. Minimum of 5 years of progressive human resources experience in recruitment and retention, employee relations, classification and compensation management, performance management, employment law compliance, leadership and management. In addition, meet these specific skills:

- Working knowledge of federal and state employment laws and regulations. Knowledge of public sector employment policies and procedures
- Excellent communication, interpersonal, analytical, organizational, and supervisory skills
- Proven commitment to collaboration, diversity, integrity, inclusion, accountability, and confidentiality
- Proven ability to successfully multi-task, establish priorities, meet deadlines, and accomplish objectives
- Strong management skills
- Ability to work effectively under pressure
- Demonstrated ability to exercise sound judgement and resolve problems appropriately, including the ability to work collaboratively with others in managing crises
- Well-developed skills in assessing organizational effectiveness and identifying areas of strength as well as areas needing improvement
- Demonstrated attention to detail and accuracy
- Knowledge of Benefits Administration

PREFERRED QUALIFICATIONS: Master's degree in Business Administration, SHRM-CP/SHRM-SCP, or HRCI PHR/SPHR. Five years of successful Human Resources experience in higher education at the Manager, Assistant Director, or Director level.

THE UNIVERSITY: Bluefield State University, a historically Black Institution, is dedicated to preparing students for meaningful careers, informed citizenship, and active community service in an ever-changing global society. We provide affordable and accessible pathways to higher education through certificate, associate, bachelor's, and master's degree programs. **BSU welcomes all qualified candidates to apply.** For more information about the University, please visit www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: June 4, 2026

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST on June 18, 2026. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.