



Human Resources Director

Job Description

Company background

INTO University Partnerships collaborates with leading universities to provide international students with a personalized and highly supportive learning environment in which to acclimatize to life on a US university campus and prepare for long-term academic success. Since 2006, INTO has launched partnerships to internationalize 22 universities in the US, UK and Asia, including Oregon State University, University of South Florida, Colorado State University, Marshall University, George Mason University, Drew University, Saint Louis University and the University of Alabama at Birmingham.

Reporting line

This position reports to the Chief People Officer of INTO University Partnerships, based in the UK, and has dotted line reporting to the Acting Chief Operating Officer, North America.

Job overview

The Human Resources Director position requires an experienced, mission-driven human resources generalist who partners with the Chief People Officer and local senior management in North America to scale and manage the People/HR function in a high-growth multi-unit organization. The Human Resources Director is responsible for managing both the North American HR team as well as, on a dotted line basis, the HR functions and team members on university campus JV operations, serving as the primary contact on all employee relations matters, ensuring HR compliance, and serving as a trusted resource and partner in talent acquisition and succession planning. The Human Resources Director reports to the Chief People Officer in the UK, with dotted line reporting into the Acting Chief Operating Officer. S/he will also partner closely with Operations, Finance, Student Recruitment, Marketing Communications and Technology in North America.

Key accountabilities and duties

- Establish and coordinate HR policy and practices across INTO North America, and ensure company compliance with all legal and regulatory requirements.
- Partner with the senior managers in the organization to develop the managerial skills and capacity, enabling them to excel at recruiting, hiring, on-boarding, coaching, developing and retaining team members.
- Use data and actionable insights to further support and develop the business and the HR function
- Oversee the performance management and annual review process.
- Develop and implement professional development programs.
- Lead the talent management and succession planning initiatives.



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- Source and manage vendors of healthcare, retirement and other benefits plans and review them on an ongoing basis for suitability
- Partner with Chief People Officer and the Global Organisation Development Director on conducting and analysing engagement surveys and other feedback mechanisms.
- Liaise with university partner HR professionals to ensure that each JV operation is aligned with the goals of each partner university.
- Working with the Chief People Officer and the Global Compensation & Benefits Director administer the Company's compensation program to include position benchmarking, job classification and internal salary structure.
- Manage exit process including exit interviews, documentation and reporting procedures.
- Work sometimes requires weekend and/or evening work and frequent travel may be required within North America as well as occasional travel to the UK
- Report on Human Resources metrics and work on special projects as assigned.
- Supervise and direct the work of the INTO North America HR Manager and Coordinator, as well as provide dotted line professional HR leadership to in-center HR professionals at JV operations, who report to the local leadership,
- Other duties as assigned

Location

This position will be based at INTO North America's headquarters in San Diego, California.

Qualifications

- Bachelor's degree and a minimum seven (7) years' experience in an HR generalist role with strong leadership and hands-on capabilities in employee relations, staffing, client service, worker's compensation, performance management
- Previous supervisory experience
- Proficient in MS Office programs including Word, Excel and Outlook
- PHR/SPHR preferred.
- Commercially-minded, creative, passionate, quick thinking, driven by energy and enthusiasm coupled with personal warmth and approachability
- Change-adaptable, *i.e.*, able to learn and adapt in changing conditions
- Ability to build and manage relationships with peers, senior managers, university stakeholders and HR colleagues in other countries.
- Ability to prioritize, meet deadlines, and work as part of a cohesive management team to provide effective service to partners, students, agents and overseas offices
- Ability to create a positive environment through own passion and energy
- Commitment to ethical professional practice
- Strong interpersonal and communications skills
- Strong customer service orientation
- Action oriented and entrepreneurial thinker
- Exhibit and champion excellence in work and a willingness to lead and embrace change
- Ability to travel domestically and internationally up to 20% of the time

Link to Apply

https://workforcenow.adp.com/jobs/apply/posting.html?client=into&jobId=14064&lang=en_US&source=CC2

INTO University Partnerships provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to



federal law requirements, INTO University Partnerships complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.