



Position Description for Manager of People and Culture

FLSA Classification: FT/Exempt
Salary Grade/Level: A17

Position Title: Manager of People and Culture
Reports to: Associate Vice President of Operations
Date Created/Revised: April 9, 2024

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The Seminary is affiliated with the Christian Church (Disciples of Christ). Located at the trinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

Summary/Objective:

The Manager of People and Culture plays a critical role in shaping the culture and success of Phillips Theological Seminary by providing leadership and expertise in all aspects of human resources management. This includes attracting and retaining top talent, ensuring compliance with employment laws and regulations, fostering a positive and inclusive work environment, and contributing to the overall strategic goals of the Seminary. The Manager of People and Culture must understand and promote the connection between human resources functions, student learning, and institutional effectiveness outcomes. With support and oversight from the Associate Vice President of Operations, this position is responsible for benefits and payroll operations, employee recruitment, employee record keeping, policy development, labor relations, legal compliance issues with Title IX and Title VI, and employee engagement.

Essential Functions:

- Compensation and Benefits:
 - Manage the Seminary payroll process, ensuring accuracy, including multi-state payroll responsibilities.

- Manage employee benefits (life, medical, dental, vision, pension fund, flexible spending accounts, COBRA etc.) and relationship with insurance carriers and brokers.
- Work with the Associate Vice President of Operations to research, develop, and implement competitive compensation, benefits, and performance appraisal processes.
- Maintain knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.
- Stay informed of current market trends and best practices in compensation and benefits management.
- Employee Recruitment and Talent Acquisition:
 - Manage Seminary employee recruitment strategies to attract diverse and qualified candidates.
 - Manage the employee recruitment process, including advertising, screening, interviewing, and offer negotiation.
- Employee Relations and Engagement:
 - Foster a positive and inclusive work environment that promotes employee engagement and satisfaction.
 - Work with the Associate Vice President of Operations to develop and implement programs to improve employee morale and retention.
 - Manage employee relations issues, including performance management, conflict resolution, and disciplinary actions.
 - Serve as a Title IX Coordinator for the institution, managing policy development, education, investigations, support services, reporting, collaboration, and compliance efforts to ensure a campus environment free from sex discrimination and harassment.
- Compliance and Risk Management:
 - Ensure compliance with employment, benefits, insurance, and other laws, regulations, and requirements, including but not limited to FLSA, FMLA, EEO, and ADA.
 - Develop and implement policies and procedures to mitigate people management-related risks.
 - Assist the Associate Vice President of Operations in conducting regular audits and reviews of people management processes and practices.
- Data Management and Reporting:
 - Maintain accurate and up-to-date people management records and data.
 - Develop and generate reports on key HR metrics, such as turnover, engagement, and compensation.
 - Utilize data to inform people management decisions and strategies.

Competencies:

- Proven experience in managing people and culture or human resources functions.

- Strong understanding of all aspects of human resources management, including employee recruitment, compensation, benefits, employee relations, training and development, and compliance.
- Excellent communication, interpersonal, and problem-solving skills.
- Strong analytical and data-driven decision-making skills.
- Commitment to diversity, equity, and inclusion.
- Proficient in payroll and human resources software and technology.
- Knowledge of and experience in dispute resolution processes.
- Ability to work independently on individual projects and a team member on other projects, emphasizing collaborations, tact, professionalism, confidentiality and flexibility.

Supervisory Responsibilities:

No supervisory responsibilities

Work Environment:

This position requires an independent and creative self-starter with great attention to detail. The work environment requires self-management and must be conducive to productivity with timely response to Phillips employees and supervisor.

Physical Demands:

This is an office position requiring minimal lifting or carrying. The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

Position Type/Expected Hours:

This position is full-time and requires 40 hours per week. Occasional evening and weekend hours for special events.

Travel:

Occasional travel required for support of major events or Phillips sponsored activities.

Required Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field or equivalent training and experience required.
- At least five years of human resource management experience required.
- SHRM-CP strongly preferred.
- Experience in Higher Education setting preferred.
- Experience with multi-state payroll functions preferred.
- Training with diversity, equity, and inclusion programs, intercultural competencies, and experience with anti-racism work, preferred.
- Familiarity with IPEDS reporting preferred.

EEO Statement:

Phillips is an ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws, including Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The Seminary does not discriminate against employees or applicants base on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____