

Human Resource Manager – College/Unit, Band G position within Cornell Cooperative Extension (CCE). This position will provide leadership and expertise in the design, implementation, and evaluation of effective HR strategies for the CCE System both on campus and in multiple locations across New York State. This position will report to the Executive Associate Director for Administrative Systems in CCE and the CALS Human Resources Director.

As a major component of Cornell University's outreach, Cornell Cooperative Extension (CCE) connects Cornell's research knowledge to individuals, communities and families in New York State. Over 500 professional extension educators and a total of about 1800 employees across the state serve local communities in each of the 57 counties and in the five boroughs of New York City. These CCE association employees work in partnership with Cornell University faculty and staff, regional extension educators, and over 40,000 volunteers to develop and extend educational programs to enhance economic well-being and quality of life.

This position will:

- Provide leadership in policy and procedure development for CCE associations related to human resources and ensure effectiveness of and compliance with relevant laws.
- Act as an advocate for and representative of the CCE System on matters of university policy, procedure, and practice.
- Develop and implement strategies and activities to strengthen organizational effectiveness, climate, and employee relations in the CCE System, both on campus and off campus in CCE associations.
- Provide leadership for development of CCE association position classification and compensation processes.
- Provide leadership for CCE's Federal Retirement System processes and related benefits systems.
- Work in partnership with Cornell's benefits staff to serve CCE employees.
- Develop, implement and evaluate relevant HR educational resources for leaders, supervisors, and administrative managers in the CCE System.
- Oversee development and execution of payroll and HR transactions for CCE association employees.
- Proactively partner with university HR leadership, faculty and administrative leaders.
- Develop leadership in the relationship between financial functions and HR functions within CCE Administration.

Apply at: www.ohr.cornell.edu/jobs.