

HR Manager for Facilities Services CUFA HR Cornell University

The HR Manager for Facilities Services reports directly to the Vice President for Facilities and the Director of CUFA HR to manage the HR function for the Division of Facilities Services, which is a complex service unit with both appropriated and enterprise business units, encompassing nonunion and union, endowed and contract division staff. It comprises the departments of Contract College Facilities, Contracts and Capital Projects, Facilities Management, Operations Support, Project, Design and Construction, Transportation and Mail Services, Office of the University Architect and Utilities and Energy Management which provide a broad spectrum of services to the entire university. The Division serves Cornell through the planning, design, construction, operation and ongoing maintenance of university facilities, and employs over 1,000 regular and temporary staff, a number of which are represented by one of four labor unions (the Building Trades Council, United Auto Workers, International Security, Police, and Fire Professionals of America, or the International Union of Operating Engineers). As a member of the VP's senior management team, the HR Manager develops, and leads the implementation of effective HR strategies and activities for the Division in collaboration with the senior leadership team members, managers, and the Office of Human Resources. Proactively partners with unit leaders to develop knowledge of business units to assure appropriate judgment in HR management. Leads staffing planning and analysis, succession planning, diversity initiatives, employee and labor relations, compensation and classification, program assessment and analysis, and other initiatives. Ensures compliance in HR administration for the Facilities Division. Provides HR direction, policy guidance and recommendations regarding day-to-day HR administration as well as new initiatives, policies and procedures. Acts as a primary interface between central university departments and centers with regard to HR practices within the Facilities Division.

Qualifications:

Bachelor's degree or equivalent combination of education and experience. 5-7 years professional human resource experience. Sound understanding of all aspects of HR and expertise in a least three generalist areas (recruitment, employee and labor relations, compensation, payroll, HRIS, training and development, classification, and/or benefits). Must maintain strict confidentiality as well as exercise sound and ethical judgment while acting on behalf of the Facilities Division, Human Resources and the university. Proven ability to build and maintain effective working relationships with all levels of the organization. Must have a proven record of taking initiative and being proactive. Demonstrate strong analytical, problem solving, and interpersonal skills in a diverse environment. Must be able to set priorities and manage competing demands.

Required to demonstrate all essential skills as defined in Cornell University's skills for success. Demonstrates the organizational values of collegiality, integrity, initiative, excellence, civility, and stewardship. This includes such behaviors as the demonstrated

ability to give and receive feedback, communicate honestly, listen, respect others, learn from mistakes, set high goals and achieve them, overcome obstacles, use time effectively, set priorities and participate effectively on teams. Should be highly motivated and exhibit innovation, good judgment and reliability in the work place.

Preferred Qualifications:

PHR or SPHR

Visa sponsorship is not available for this position.

Located in Ithaca, N.Y., Cornell University is a bold, innovative and inclusive teaching and research university of academic distinction and public service where staff, faculty, and students alike are challenged to be active citizens of the world.

Cornell University is an equal opportunity, affirmative action educator and employer.

To be considered an applicant, apply online through the Jobs at Cornell website at <http://www.ohr.cornell.edu/jobs>, position #08975.