Columbus College of Art & Design

Human Resources Information System (HRIS) Administrator

CCAD's Human Resources Department [HR] is seeking a Human Resources Information System (HRIS) Administrator professional who enjoys fast-paced roles, can work independently with little supervision, is a critical thinker, and has the ability to multi-task to fill this role. The HR staff is a highly collaborative and cohesive team, providing a wide range of high-quality services for our faculty, staff, and students. This role is crucial to keep our procedures and processes running smoothly. Ideal candidates will have a minimum of five years of HRIS or 3 years IT experience; have managed multiple platforms independently and feel very comfortable with reporting and analytics.

We are dedicated to our mission of being an agile, trusted, strategic partner who delivers sustainable services and solutions that contribute to CCAD's success through the attraction, retention and engagement of a talented creative, diverse and inclusive workforce and we would love for you to join our HR team!

SUMMARY

The Human Resources Information System (HRIS) Administrator will support and maintain the college's HRIS applications and modules. The HRIS Administrator has primary responsibility for optimizing base HR data systems and supports HR employee data, performance management, learning management system (LMS), talent, compliance training, and recruiting systems. They will support implementation of related HR applications and develop HR dashboards and management reporting. The HRIS Administrator will perform ongoing audit functions by monitoring our various employee data base platforms regularly to ensure overall accuracy on employee changes and updates such as pay, title changes, employee and vendor status, and position transfer activity. They will also support the Payroll function with end-of-cycle work by auditing and confirming pay information and will serve as the backup to administer payroll runs. The HRIS Administrator will work closely with the Chief Financial Officer (CFO) to provide requested data information and support all survey data request.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes but are not limited to the following:

- Oversees and maintains optimal function of the HRIS, which may include implementation, customization, development, and maintenance to applications, systems, and modules.
- Provides technical support, troubleshooting, and guidance to various system users.
- Collaborates with senior leadership and HR staff to identify system improvements and enhancements; recommends and implements solutions.
- Manages permissions, access, personalization, and similar system operations and settings for HRIS and various system users.
- Processes all workflows for employee and contractor separations
- Communicates, and collaborates with IT and HR staff on system administration issues.
- Initiates custom functions and documentation such as automated queries, filters, and reports.
- Creates all Standard Operating Procedures (SOP's) for various HR functions.
- Compiles or assists with the acquisition of complex data reports, summaries, etc. for the CFO, and senior leadership.
- Serves as lead representative and liaison between HR, information technology (IT), external vendors, and other stakeholders for HRIS design and implementation projects.
- Ensures system compliance with data security and privacy requirements.

- POC for assignment of HR compliance training modules
- Maintains knowledge of trends and developments in HRIS providers, vendors, and technology.
- Performs other duties as required.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Excellent verbal and written communication skills.
- Excellent interpersonal and technical support skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Familiarity with human resource policies and procedures to ensure the HRIS meets organizational needs and goals.
- Ability to improve processes, products, and services.
- Take calculated risks to develop effective solutions.
- Capability to use data and insights to drive business performance.
- Ability to keep information confidential.
- Proficient with Microsoft Office Suite, Google Suite, or related software.
- Thorough understanding of all areas of information systems with a highly technical understanding of at least one commercial HRIS product.

EDUCATION and/or EXPERIENCE
- Bachelor's degree in Information Technology, Human Resources Management, Business Administration, or related field preferred; or minimum of 5 years in a HRIS role or 3 years of IT related experience required.
- SHRM-CP or SHRM-SCP desirable.

LANGUAGE SKILLS
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write proficient correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the College.

MATHEMATICAL SKILLS
- Ability to add, subtract, multiply and divide.

REASONING ABILITY
- Ability to apply common sense understanding to carry out simple one- or two-step instructions.
- Ability to deal with standardized situations with only occasional or no variables.

PHYSICAL DEMANDS
- While performing the duties of this job, the employee is regularly required to stand, talk or hear, and smell.
- The employee frequently is required to handle, feel, and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee may occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

- While performing the duties of this job, the employee is occasionally be exposed to outside weather conditions.
- The employee is occasionally exposed to wet, cold, and/or humid conditions.
- The noise level in the work environment is usually low.

COMPENSATION: This position is full-time, exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, campus parking, and free admission to the Columbus Museum of Art.

HOW TO APPLY: Visit www.ccad.applicantpro.com/jobs/ to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

CCAD Vaccination & Booster Requirement Notice

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process. Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at humanresources@ccad.edu.

*CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification..

About CCAD:
Columbus College of Art & Design teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is The CCAD Way, one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our Core Values of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's Presidential Commission on Diversity, Equity & Inclusion works to help CCAD grow with intention into a

more inclusive and equitable institution. Learn more at ccad.edu.

About Columbus:
As the 14th largest city in the country and the largest and fastest-growing city in Ohio, Columbus is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the Columbus region is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

EEO Statement:
As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.