OPEN POSITION
Director of Human Resources
Human Resources Department

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Director of Human Resources in the Society’s Providence, RI headquarters. This position is directly responsible for the overall administration, coordination and evaluation of all human resource functional areas, including: benefits and compensation management, employee relations, employment and recruiting, health and safety, federal and state compliance with employment and labor laws, and management training. This position requires an individual capable of relating to individuals at all levels within the organization, while being sensitive to the needs of the Society, management, and employees.

RESPONSIBILITIES:
• Responsible for management of organization’s benefits, policies, procedures and practices on human resources matters
• Review and make recommendations to executive management for improvement in benefits and other human resources areas, and communicate changes throughout the organization
• Maintain knowledge of industry trends and employment legislation and ensure compliance
• Maintain organization’s compliance with federal, state and local legislation pertaining to all human resources matters
• Assist management with annual review process. Improve annual review process to keep pace with best practices
• Administer the organization’s compensation program, including managing the annual raise process, reviewing positions for equity in the market or workplace, and overseeing pricing of positions during the recruitment process
• Oversee the recruitment process, and assist management with succession planning
• Coordinate or conduct exit interviews to determine reasons behind separations
• Consult with legal counsel, as appropriate, on human resources matters
• Work directly with department managers to assist them in carrying out their responsibilities on human resources matters
• Provide guidance to employees regarding human resources policies, procedures, and programs
• Recommend, evaluate and participate in staff development for the organization
• Develop and maintain a human resources information system that meets the needs of the organization
• Supervise, mentor, develop and recruit the staff of the human resources department
• Ensure compliance with laws governing independent contractors
• Chair the Retirement Plan Investment Committee, a Committee of the Board of Trustees
• Participate on the Business Continuity Team, and review/manage health and safety risks across the organization

QUALIFICATIONS:
• Knowledge of federal/state regulations governing human resources management
• Understanding of basic accounting to facilitate departmental budgeting and project costs
• Strong ability to develop staff through leadership, coaching, and training
• Computer skills, including the ability to use Microsoft Office software applications
• Strong written and verbal communication skills
• Strong leadership and problem-solving skills

EDUCATION and/or EXPERIENCE:
Required:
• Bachelor’s degree in human resources or related field and at least ten years of related experience or training, or equivalent combination of education and experience required
• Professional in Human Resources/SHRM Certified Professional (PHR/SHRM-CP) or Senior Professional in Human Resources/SHRM Senior Certified Professional (SPHR/SHRM-SCP) preferred
• Master’s degree in Human Resources Management or related field preferred

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: https://workforcenow.adp.com/jobs/apply/posting.html?client=amsocie&jobId=206759&lang=en_US&source=CC3

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