

## **Summary**

Iowa State University is seeking a **Human Resources Partner (HRP)** to support units within the Division of Student Affairs and the Office of the Vice President for Research. This role is a vital part of the university's HR team, providing leadership to three HR Coordinators and collaborating closely with peer HRPs, HR specialists, and University Human Resources leadership across campus.

The HRP will be responsible for delivering strategic HR services tailored to the unique needs of supported units, ensuring alignment with institutional HR goals.

Key responsibilities include:

- Leading and mentoring direct reports to ensure high-quality service delivery
- Serving as a point of escalation and business process approver
- Communicating and implementing HR policies, programs, and initiatives
- Providing expert HR guidance to managers, leaders, and employees on topics such as workforce planning, recruitment, talent and performance management, employee relations, engagement, and recognition

This is an excellent opportunity for an HR professional who thrives in a collaborative environment and is passionate about supporting academic and research excellence through strategic human resources leadership.

## **Example of Duties**

- Maintains working knowledge of all applicable policies and procedures.
- Deploys, communicates, and educates units on new HR programs, policies, and processes.
- Advises unit leaders on workforce strategies (i.e., talent management plans, succession plans, and recruiting strategies); leveraging tools developed and delivered by University Human Resources (UHR).
- Collaborates with UHR on critical workforce planning trends and needs on behalf of the unit/department.
- Communicates broad HR-related themes and needs identified by the units to the Senior Manager Human Resource Delivery.
- Provides proactive consultation on performance review process, ratings, and performance improvement plans/action plans.
- Collaborates with employee relations investigations.
- Advises units on implementing disciplinary action for staff and documentation in consultation with UHR/Provost.
- Consults with units on promotions, demotions, title changes, data changes, and voluntary terminations for staff and faculty.
- Partners with UHR to implement reductions in the workforce.
- Advises on compensation using the university's compensation framework.
- Resolves issues escalated from direct reports.

To apply for this position, please use the link below:

[https://isu.wd1.myworkdayjobs.com/IowaStateJobs/job/Ames-IA/Human-Resources-Partner\\_R17461](https://isu.wd1.myworkdayjobs.com/IowaStateJobs/job/Ames-IA/Human-Resources-Partner_R17461)