

Summary

Are you passionate about creating the best employee experience possible? Do you thrive in an environment where you can collaborate with driven individuals to achieve outstanding results?

If so, the University Human Resources team at Iowa State University is currently seeking applicants for an Assistant Director of Human Resources! As an Assistant Director of Human Resources, you will be a Workday Human Capital Management (HCM) Core expert, overseeing the University Human Resources (UHR) Service Center. You will collaborate with HR Information Management (HRIM), other UHR teams, and university departments to ensure consistent HR experiences for all ISU employees.

Your role includes enhancing Workday HCM Core system configurations for onboarding, personal information, staffing transactions, position management, offboarding, and more. Leveraging your expertise, you will develop, manage, and execute HR programs, policies, and activities that support HCM core functionality and satisfaction across campus.

What we are looking for:

- An effective leader to manage and provide oversight of the UHR Service Center team responsible for providing customer service support to new employees for onboarding such as I-9 completion, scheduling benefits consultations, and answering general employment questions related to personal information transactions
- A functional expert for Workday HCM Core and staffing related transactions to include hourly student employment
- A strategic partner for HCM related policy development, including administration and oversight of related policies and procedures to align with strategic needs
- A thought leader with the ability to lead and support HR related functional projects and maneuver complex policy and process dynamics
- A commitment to ongoing review and maintenance of the UHR knowledge base and communications for HR processes and transactions
- A strong collaborator to facilitate resolution of cross-functional HR issues with UHR, campus, and external partners
- Excellent attention to detail to ensure accuracy and completion of HCM transactions using Workday reporting tools to deploy strategies for improvement
- Ability to troubleshoot and resolve complex HCM transactions and/or corrections
- Ability to ensure process compliance with applicable rules, regulations, and policies related to HCM transactions for work study, hourly student employment, I-9 completion, etc.
- Strong presentation skills to deploy, communicate, and train units on applicable HCM related programs, policies, and processes

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

https://isu.wd1.myworkdayjobs.com/IowaStateJobs/job/Ames-IA/Assistant-Director-Human-Resources_R17141-1