**SOWELA Technical Community College**

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| **Director of Human Capital Resources & Payroll Officer**  SOWELA Technical Community College (SOWELA) seeks an outstanding leader with strong communication skills to drive a vision for human resources at one of the fastest growing community colleges in Louisiana. The Director of Human Capital Resources & Payroll reports directly to the Vice Chancellor for Finance; and is charged with providing strategic leadership in the planning and implementation of quality-based, integrated human capital resources and payroll programs for all faculty and staff in a manner consistent with the College’s vision, mission, and values in order to more fully engage students.  As the Chief Human Capital Resources and Payroll Officer for the College, the Director will lead an organization that delivers well conceived and designed HR/Payroll programs and services and will continually improve and streamline processes to ensure the delivery of high quality services that positively contribute to employee productivity and a healthy work-life balance at SOWELA.  We are seeking qualified individuals with a demonstrated record of HR/Payroll process leadership in a complex organization, with excellent organizational and project management capability, and thorough knowledge of federal, state and local regulations governing human capital resources and payroll functions. The successful candidate will be able to build consensus among diverse groups in support of the College’s vision and in the fulfillment of the College mission.  Position requires a Master’s degree in HR Management, Business Management, Public Administration or related field plus 4 years of professional level experience in Human Resources, with at least 2 of those years in a supervisory/management capacity; or a Bachelor’s degree in human resources or a related field plus 6 years of professional level experience in Human Resources, including at least 2 of those years in a supervisory/management capacity. Experience in higher education preferred.  **SALARY**  Salary, benefits, and other terms and conditions of employment are negotiable and competitive.  **APPLICATION PROCEDURES**  Applications will be received until the position is filled. We strongly encourage applicants to submit a complete application. Previous applicants are welcome to re-apply – their applications are still on file for consideration.  **TO APPLY**  Please submit a letter of application, a current resume with an email address and phone/cellular telephone number for contact; a completed SOWELA Employment Application with all details completed; copy of college transcripts; and reference list with the names, telephone numbers and email address of five references. The Search Committee will begin its review of qualified applicants after **July 4, 2015**. To request an official application packet, email [resumes@sowela.edu](mailto:resumes@sowela.edu).  Send your fully completed application packet to: Office of Human Resources, SOWELA Technical Community College, P.O. Box 16950, Lake Charles, LA 70616-6950 or fax to (337) 491-2135. |
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