



# Oklahoma State University

## Position Opening: Director of Human Resources Information Management

The Office of Human Resources at Oklahoma State University is seeking a Director of Human Resources Information Management (HRIM). The position reports to the Chief HR Officer and will be located on the Stillwater, OK campus.

### **Position Responsibilities:**

- Provide leadership and daily execution of design and administration of all HR technology and information solutions.
- Provides support for OSU Stillwater, as well as the entire OSU and A&M Systems.
- Supervise a staff of technical professionals.
- Direct the security/access to HR central data.
- Develops interface/application enhancements.
- Coordinate operation/development aspects of system connectivity to central information.
- Provides project leadership to campus and external entities regarding information analysis/functionality.
- Promote proactive approaches using the HR system to solve business needs, while also enhancing the understanding and acceptance of the HR system capabilities.

### **Skills, Proficiencies and Knowledge:**

- Qualified candidates must have outstanding communication skills and the ability to work collaboratively both with Human Resources and across other administrative departments.
- Knowledge of HR/Benefits/Payroll compliance regulations (e.g. Affordable Care Act, Retirement Plans, W-2's, etc.).
- Experience with Banner Human Resources preferred.
- Proficiencies with programming languages and/or reporting tools preferred.

### **Required Experience & Education:**

- Bachelor's degree in Management Information Systems or related field.
- At least eight years of relevant experience.

**Deadline Date:** Open Until Filled

Interested candidates should apply online at <http://jobs.okstate.edu>

Requisition Number 2573.