



Job Title	Senior Director, Workforce Administration & Technology	Job Code	HR0114
Pay Plan	A&P	Pay Grade	23
Union	Non-Union	FLSA Status	Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	HR Administration

Job Family & Subfamily Summary

Human Resource Professionals provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

Human Resource Administration Professionals provide leadership to various units within Human Resources operations.

Job Summary

Oversees, directs and provides strategic leadership for the daily operations and activities of UCF’s centralized human resources office. Partners with members of the university community to advance and build support for changes in and enhancements to human resources functions and initiatives. Ensures that the centralized human resources programs, activities, processes, policies, procedures and guidelines are implemented successfully and are aligned with university strategic objectives. Develops a cohesive, collaborative, and progressive human resource team, in addition to providing specific expertise in HR functional areas and serving as an authority HR fields.

Representative Duties

1. HR Technology Management

- Ensures continuity and integration of services in day-to-day operations
- Maintains and nurtures effective partnerships within HR and with campus administrators and HR liaisons to achieve strategic initiatives and vision
- Provides effective leadership in the development of comprehensive short-term and long-range strategic plans for centralized human resources functions and initiatives to enhance operations, programs, and services
- Coordinates and directs HR personnel, resources, and communications in the development and implementation of HR programs, projects, services, systems, strategies, goals, and objectives
- Assures proper and timely resolution of related issues, conflicts and discrepancies
- Oversees the day-to-day delivery of services, serves as a liaison to the campus community, and represents the department in various campus meetings, committees, and groups
- Understands and supports the development and maintenance of HRIS and procedures to support efficient operations

2. HR Technology Change Management

- Assesses the adequacy of existing systems and directs changes as needed
- Initiates changes as needed to improve delivery of programs and services
- Oversees the modification and improvement of existing services and the creation of new services
- Ensures that HR planning and implementation efforts are coordinated and integrated with those of other relevant university offices

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.