

# INSTITUTE FOR SOCIAL RESEARCH & DATA INNOVATION



## EMPLOYMENT OPPORTUNITY

Be a part of something BIG.

## HR & Operations Manager

JOB OPENING ID 339075

### JOB DESCRIPTION

The Institute for Social Research and Data Innovation ([ISRDI](#)) is a University-wide research institute that provides a vibrant and highly collaborative interdisciplinary research environment for four interrelated research centers: [IPUMS](#), the [Minnesota Population Center](#), the [Life Course Center](#), and the [Minnesota Research Data Center](#). This role serves as a key strategic member of the management team. In this position, you will have responsibility for all human resources and operational functions for the ISRDI and its research centers. These units have a combined annual budget of approximately \$16+ million (both sponsored and non-sponsored) and employ approximately 140 people.

In this role you will be a part of the administrative team, supporting human resources, operations, finances, grant management, and research development at ISRDI. You will report to the ISRDI Associate Director and have two full-time operations and administrative direct reports. You will work with all employees and supervisors across ISRDI. You will also work closely with Office of the Vice President for Research (OVPR) HR team and HR lead and Office of Human Resources (OHR) Consultants.

Diversity and inclusion are core values of our organization. We aspire to create a team that represents the diversity of our city, our region, and our world and to create a space that encourages and embraces inclusiveness, equal opportunity, and respect. We strongly encourage members of under-represented groups to apply to this position. ISRDI supports the work-life balance of our staff with 40 hour work weeks and flexible work hours and encourages and supports staff training and development. The University also offers excellent health insurance, retirement benefits, and tuition assistance.

### RESPONSIBILITIES

#### *HR & Operations Management (35%)*

- **Lead return to in-office work initiatives:** ISRDI has been remote since March, and we expect permanent changes to our workplace. In this role, you will work with managers and employees to plan for the transition to in-office work and to implement necessary changes or policies related to continued remote or hybrid work.
- **Serve as in-house HR consultant for ISRDI employees and managers.** In this role, you will need to understand University policies and interpret them in routine and complex situations. You will develop and communicate ISRDI Human Resources policies and procedures to management and staff. You will serve as ISRDI HR liaison to the OVPR HR team.
- **Maintain ISRDI compliance.** You will ensure adherence to University policies and federal and state laws and regulations (e.g., hiring, leaves, promotions and reclassifications, payroll, terminations, conflicts of interest, EEOA, etc.) in partnership with OVPR and OHR.
- **Oversee HR and operations.** You will manage, develop, and provide oversight for ISRDI's HR processes and procedures and serve as ISRDI payroll/leave authority. You will oversee operations and approves facilities changes and improvements.

#### *Employee engagement, retention, and development (30%)*

You will manage ISRDI employee engagement, including overseeing the formal University's OHR-led survey and reporting, leading ISRDI strategic response, and developing ISRDI-initiated activities. You will lead performance management, including overseeing annual reviews for all job classes in partnership with OVPR HR and advising managers on disciplinary issues and performance improvement plans. You will manage annual ISRDI compensation

requests to OVPR, including recommending merit increases, promotions, and any other salary adjustments and salary schedule for student workers. You will manage ISRDI outstanding service awards, soliciting nominations, selecting committee members, overseeing review, and documenting requests. You will coach supervisors and employees. You will manage the ISRDI Professional Development Committee.

***Recruitment and hiring (25%)***

In this role, you will direct ISRDI recruitment and hiring (P/A, Civil Service, Bargaining Unit, Post-doctoral Associates, Graduate and Undergraduate Assistants, Population Studies Faculty). You will develop and maintain ISRDI classification structures, including promotional paths, job duties, and compensation for key ISRDI job classifications. You will recommend recruitment strategies and develop guidelines and tools to support supervisors in the hiring process.

***Diversity and Inclusion (10%)***

You will be responsible for the development and implementation of a strategic equity, diversity, and inclusion plan for ISRDI and affiliated centers. You will serve as an in-house consultant on diversity efforts in areas such as recruiting, retention, and engagement and as a resource for externally supported grants. You will participate in the ISRDI Justice, Equity, Diversity, and Inclusion Committee.

**The position will have an annual starting salary of \$70,000+, commensurate with experience.**

**QUALIFICATIONS**

**Required Qualifications:**

- Bachelor's degree in HR or related field plus four years of professional HR related work experience or a combination of related education and professional HR work experience to equal eight years.
- Demonstrated commitment to principles of equity, diversity, and inclusion in professional, volunteer, and/or academic settings.
- Demonstrated ability to organize work, manage priorities, and meet deadlines.
- Demonstrated excellent written and oral communication skills.

**Preferred Qualifications:**

- Knowledge of University of Minnesota policies and procedures relating to human resources and operations.
- PHR/SHRM-CP or SPHR/SHRM-SCP certification.
- Demonstrated excellent interpersonal skills necessary for managing a variety of personnel matters.
- Prior supervisory experience.
- Experience with PeopleSoft HRMS.

**APPLICATION PROCEDURE**

Please apply using the University of Minnesota's online employment system [humanresources.umn.edu/jobs](http://humanresources.umn.edu/jobs) and search job opening ID 339075. You may also apply directly using this link: [jobsearch.cla.umn.edu/339075](http://jobsearch.cla.umn.edu/339075).

Application requirements include a resume and a cover letter describing your interest and qualifications in the position. Questions concerning the application process may be addressed to Cathy Fitch, Acting ISRDI Director, at [isrdi-jobs@umn.edu](mailto:isrdi-jobs@umn.edu).

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.