



Chief of Human Resources

Division:	Executive	Report to:	Executive
Department/Group:	Human Resources	Attend General Meetings:	Biweekly
Commitment:	High	Attend Lead Meetings:	Biweekly
HR Contact:	Rowena Jordan	Attend Exec Meetings:	Biweekly
Renewal:	Annually	Mentorship beginning:	Immediately

Job Description

Job Purpose:

The Chief of Human Resource is responsible for providing support in the various Human Resource functions, which include but are not limited to recruitment, administrative duties, training and development, performance monitoring, and counseling.

Duties:

- Oversee Human Resources team
- Delegate tasks and ensure tasks are completed properly and on schedule
- Writing, updating and implementing norms/procedures/policies and job descriptions
- Organizing recruitment strategies and training programs
- Create and update SIFE members files
- Facilitate resolutions and provide support to members who are having challenges relating to SIFE
- Complete all assigned projects relating to Human Resources
- Organize and facilitate recognition every semester
- Knowledge/Skills
- Excellent leadership and management skills
- Excellent communication skills
- Outstanding planning and organization skills
- Strong decision making, mediation and problem solving skills
- Strong attention to detail and outstanding interpersonal skills
- Basic reading and writing capabilities

Qualifications:

- Current member of the SIFE
- Student at St. Lawrence College

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	