CLARK ATLANTA UNIVERSITY
Job Description

Position Title: HUMAN RESOURCES BUSINESS PARTNER (2)
Department: OFFICE OF HUMAN RESOURCES
Reports To: CHIEF HUMAN RESOURCES OFFICER

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):
The HRBP serves as a consultant to provide advanced and specialized HR support to a designated client group. The successful HRBP is expected to proactively work with university HR officials to develop integrated solutions to employee and organizational issues that align with policy and the University’s strategic plan, current period business plan and core values. This role will require heavy emphasis on talent acquisition as the primary contact for recruitment services for the University.

Examples of Duties and Responsibilities:

- Conduct weekly meetings with respective business units
- Consult with line management to provide HR guidance as needed
- Analyze trends and metrics in partnership with HR leadership to develop solutions, programs and policies
- Manage and resolve complex issues by conducting thorough, objective and effective research
- Maintain in depth knowledge of policies and procedures and legal requirements related to day-to-day management of employees and personnel transactions
- Provides day-to-day performance management guidance to line management (coaching, counseling, career development, and disciplinary actions)
- Advise on terminations to ensure they are according to policy and that appropriate documentation and close-out paperwork is completed and accurate
- Works closely with management and employees to improve working relationships, build morale, increase productivity and improve retention
- Provides HR Policy guidance and interpretation
- Leads the talent acquisition process, to include providing training on and overseeing the use of behavioral based interviewing techniques and applicant tracking systems
- In conjunction with the CHRO, provide guidance and input on business unit restructures, workforce planning, succession planning
- Might also participate in the delivery of training as well as monitoring and evaluating the success of training programs to ensure training objectives are met

Knowledge, Skills and Abilities:

- 4-year degree required – Masters a plus
• 10+ years as a Human Resources Professional, with 5 years at mid-management level
• SPHR a plus, but proven ability to apply knowledge to solve business problems heavily weighted
• Direct and significant Talent Acquisition Experience
• Previous experience working as HR consultant to a line of business
• Knowledge of team development and conflict resolution methodologies
• Direct experience coaching managers on performance and talent assessment
• Fully knowledgeable of HR practices and HR transaction processing
• Experience with applicant tracking systems
• Exceptional verbal and written communication skills
• Negotiation skills
• Professional presence
• Computer literate

Minimum Hiring Standards:

<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelors required, Masters preferred</th>
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<tbody>
<tr>
<td>Years of Experience</td>
<td>10+ yrs as a Human Resource Professional</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>N/A</td>
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