

Human Resources Manager Position Description

TITLE: Human Resources Manager (Part-Time Contractor)
DEPARTMENT: Human Resources
REPORTS TO: President & Chief Executive Officer
and
Chief Financial Officer and Vice-President for Administration

About The College of Physicians of Philadelphia:

Founded in 1787, The College of Physicians of Philadelphia (the “College”) is one of the oldest professional medical organizations in the country and home to: the Mütter Museum; the Historical Medical Library; the HistoryofVaccines.org; and a dynamic Center for Education. We host over seventy (70) yearly public events and have a busy facilities rental calendar. Over one-hundred-eighty-thousand (180,000) guests visit us annually, and we are extremely proud of our mission to advance the cause of health while upholding the ideals and heritage of medicine.

Functions of the Position:

The Human Resources (HR) Manager will be responsible for managing and coordinating the day-to-day HR operations at the College, including talent acquisition, employee relations, performance management, and project management. In collaboration with the College’s HR Committee, the position will coordinate implementation of the College’s HR policies and procedures, with a primary focus on employee relations. Additionally, in collaboration with the College HR and Equity Committees, the HR Manager will help foster a culture of empowerment and respect, supporting diversity, equity, accessibility, and inclusion initiatives throughout the institution.

This position will require strong organizational and analytical skills, attention to detail and compliance matters, strong communication and collaborative skills, and the ability to manage multiple workplace projects and demands effectively. The position will work in an office environment at the College (and remotely, as appropriate) three (3) days *per* week. The HR Manager will be an engaged and energetic professional who thrives on managing multiple projects and priorities in a dynamic environment.

This is a one-year, part-time, contract position (with the possibility of increased hours, duties, and benefits at the end of the contract period, as the College assesses its HR needs and resources).

Training, Skills, and Experience Guidelines:

- Bachelor’s degree in Human Resources Management or a related field; PHR/SPHR or SHRM-CP/SCP certification preferred.
- Minimum of five (5) years of relevant work experience in HR, with progressively increasing responsibilities, is highly desired.

- Demonstrated strong working knowledge of critical HR functions, including workforce planning, employee relations, HR compliance and best practices, and HR technology.
- Demonstrated sound judgment, strategic thinking, and integrity; ability to analyze situations, determine reasonable solutions, and communicate and implement those solutions effectively.
- Demonstrated ability to manage multiple tasks and set priorities.
- Excellent interpersonal skills and experience developing and maintaining collaborative relationships with all levels of Management and Staff.
- Excellent organizational skills, attention to detail, verbal and written communication skills.
- Ability to act with integrity, empathy, professionalism, and confidentiality.
- Computer literacy with proficiency in MS Office Suite.
- Experience within an educational, arts & culture, or non-profit organization is preferred.

Principal Duties and Responsibilities:

1. Recruit qualified job applicants for open positions, in collaboration with departmental hiring managers. Encourage and facilitate efforts to source, interview, and hire diverse candidates. Maintain documentation regarding recruitment and hiring activities.
2. Perform administrative work involving HR functions and maintain related records (e.g., Staff Directory, employee contact information, and personnel files).
3. Coordinate internal communication with employees regarding employment and HR matters.
4. Respond to all outside inquiries regarding employees (e.g., reference requests, confirmation of employment), as appropriate.
5. In collaboration with the HR Committee, coordinate all professional development and training activities. Ensure any mandatory training and/or continuing education is complete and documented, including any workplace safety, management, and/or department-specific topics.
6. Provide day-to-day human performance guidance and support, including coaching, counseling, and career development advice.
7. In collaboration with sponsoring departments, oversee internship programs, including recruiting, onboarding, creating and implementing internship events, and performing exit interviews.
8. Coordinate development and implementation of employee surveys, including annual Staff survey.

9. In collaboration with the HR Committee, coordinate evaluation, documentation, and resolution of employee issues and concerns, including any investigations, disciplinary discussions, and employment terminations.
10. Ensure professionalism and maintain employee confidentiality in sensitive matters.
11. In collaboration with the HR Committee, ensure compliance with all federal, state, and local employment law.
12. Maintain knowledge of trends, best practices, regulatory changes, and new technology in HR. Maintain or increase appropriate HR certification levels.
13. Model and promote positive workplace culture through ethical, respectful, and inclusive decision-making.
14. Perform other duties, as assigned by supervisors.

Physical Demands

This section outlines the amount of time spent on the following physical activities. Definitions below indicate the frequency of occurrence.

None: The person does not perform this activity.

Occasionally: The person does the activity up to 33% of the time.

Frequently: The person does the activity 34% to 66% of the time.

Continuously: The person does the activity 67% to 100% of the time.

Activity	None	Occasionally	Frequently	Continuously
Standing		X		
Sitting			X	
Repetitive Hand Motion			X	
Climbing stairs		X		
Reaching/Working Overhead	X			
Climbing or balancing	X			
Stooping, kneeling	X			

Does this job require that weight be lifted, or force be exerted? _____ Yes No

Activity	None	Occasionally	Frequently	Continuously
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			

Job Classification: Part-time (three (3) days *per* week), exempt

Salary/Benefits: This part-time, contract position will receive a competitive non-profit salary. Salary Range: \$45,000 to \$55,000.

To Apply: Please email cover letter and resume to: Mark J. Raschiatore at mraschiatore@collegeofphysicians.org

Deadline to Apply: ***November 1, 2021.***

Factors such as demonstrated hard and soft skills, level of education, history in the nonprofit sector, and relevant work experience will all be evaluated. Review of applications will begin immediately and continue until the position is filled.

The College of Physicians of Philadelphia is an equal opportunity employer. Qualified candidates of all backgrounds are welcome and encouraged to apply for this position. We celebrate diversity and are committed to creating a respectful and inclusive environment for all employees.