

ANNOUNCEMENT OF PROFESSIONAL VACANCY

State University of New York
College of Environmental Science and Forestry
1 Forestry Drive, Syracuse, New York 13210-2778

November 5, 2021

Descriptive Title: Assistant or Associate Director of Human Resources (DOQ)

Budget Title: Senior Personnel Associate

Unit: Human Resources

Professional Rank and Salary Range: MP4; Salary competitive, DOQ

The State University of New York (SUNY), College of Environmental Science and Forestry (ESF) in Syracuse, NY seeks applications to assist the Director of Human Resources with the administration and development of campus-wide policies and procedures relating to human resources functions that provide a high level of customer service to the campus community. Assist Director with employee relations and serve as primary liaison for CSEA. Responsibilities include overseeing recruitment and employment, processing employment transactions, and supervising Office Assistant. Oversee classification and compensation, serve as New York State Ethics Officer, and work with approved law firm on employee immigration. Oversee discretionary and equity/compression salary payments, and utilize SUNY HR report system. Partner with the College's Affirmative Action Officer on EEO/AA issues and serve as one of the College's Deputy Title IX Coordinators. The College has approximately 500 State and 100 Research Foundation employees; and 300 State and Research Foundation Graduate Assistants.

Required Qualifications

- Baccalaureate degree from an accredited institution.
- Five years of progressively responsible human resource administration experience in higher education.
- Experience in interpreting and implementing the provisions in union contracts.
- Excellent written and oral communication skills.

Preferred Qualifications

- Master's degree from an accredited institution.
- SUNY State-operated experience in Human Resources.

Application Deadline: Although applications will be accepted until the position is filled, candidates should submit their application by November 28, 2021 for optimal consideration.

Application Procedure: Applications should include cover letter, resume, and the name and contact information of three references. Application materials are required to be submitted on-line at <http://www.esf.edu/hr>

Additional Information:

In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site:
<http://www.esf.edu/univpolice/crimereports/>

SUNY ESF is a Smoke and Tobacco Free campus and is dedicated to providing a healthy and safe environment for the entire campus. For more information you can visit our Tobacco and Smoke Free Policy at [https://www.esf.edu/au/documents/ESF Tobacco Free.pdf](https://www.esf.edu/au/documents/ESF_Tobacco_Free.pdf)

SUNY ESF is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.