



**Title:** Human Resources Director

**Campus:** Uvalde

**Job ID:** 252616710101

**Closing Date:** January 17, 2026

**Job Summary:** Responsible for implementing/coordinating Human Resources Programs and services for Southwest Texas College including employment, recruitment, retention, employee relations, new hire onboarding, compensation, benefits and safety while complying with all local state and federal laws. Update and implement employment process. Develop and advertise employment notices. Update Human Resources web pages. Advise employees when appropriate regarding their benefits or changes (TRS, ERS, Social Security, Medicare, FMLA, Sick and Vacation Leave, etc.). Serve as EEOC Officer and complete reports for Coordinating Board, State, and Federal agencies.

Complete and submit annual and quarterly required reports and respond to audits (IPEDs, Multi-State, TWC, Salary Surveys, etc.). Coordinate and update all personnel. Coordinate employee ADA and FMLA needs/concerns and compliance. Coordinate and set up interviews, evaluation process, make conditional offers of employment and complete required reference and background checks.

Coordinate staff training. Manage labor relations and investigations and ensuring compliance with relevant labor laws and regulations. These responsibilities are crucial for maintaining a positive work environment, fostering a culture of belonging, and ensuring that SWTX meets its goals and objectives. Makes presentations and recruiting visits to other campuses when necessary or needed.

Ensure compliance overseeing the payroll and Title IX processes. Must possess a demonstrated ability to communicate effectively with students, college personnel, state and federal agencies and the community. Security-sensitive position.

**Classification:** Full-time, Exempt

**Department:** Human Resources

**Salary:** Professional Group IV, 12-month position. Commensurate with education and experience.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

## **QUALIFICATIONS**

**Education:** Bachelor's degree in a related field is required/or equivalent. Master's degree preferred.

**Experience & Training:** Previous experience working in a higher education a plus. Two to three years' experience in related field.

**Additional Qualification Requirements:** Must be able to demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. The candidate must be authorized to work in the U.S., provide verifiable credentials, and successfully complete the background checks specified for the position. Must have a valid driver's license and be insurable through SWTX insurers. Travel is required to other locations served by the college.