



**Florida State University
Program Director of HR Information Systems**

Position Description

Florida State University seeks a highly motivated leader with exceptional strategic, operational, and interpersonal skills and broad expertise to lead its office of HR Information Systems as Program Director.

Florida State University

At FSU, there's the excitement of being part of a vibrant academic and professional community surrounded by people whose ideas shape tomorrow's news. One of the nation's elite research universities, Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts and critical thinking.

FSU's welcoming campus is located on the oldest continuous site of higher education in Florida, in a community that fosters free inquiry and embraces diversity, along with championship athletics, and a prime location in the heart of the state capital.

As one of the largest and oldest of the 12 institutions of higher learning in the State University System of Florida, FSU offers a distinctive academic environment built on its cherished values and unique heritage. With over 45,000 students, approximately 15,000 employees, and a FY 2023-2024 operating budget of \$2.62 billion, FSU provides a welcoming campus environment. Underlying the educational experience at FSU is the development of new generations of citizen leaders, based on the concepts inscribed in the University's seal: Vires, Artes, Mores — Strength, Skill, and Character.

Throughout its history, FSU has grown its academic organization and expanded from the original few acres and buildings to 384 buildings on 1,632 acres, including the downtown Tallahassee main campus of 485 acres, the Seminole Reservation—a recreational facility, the Coastal and Marine Laboratory on the Gulf Coast, the John and Mable Ringling Museum of Art, the FAMU-FSU College of Engineering facility, the National High Magnetic Field Laboratory and Division of Research at Innovation Park, and the campus in Panama City, Florida as well the international branch Florida State University-Panama campus, located on the isthmus of Panama.

Office of Human Resources

The Office of Human Resources (OHR) strives to be a strategically driven leader in higher education human resources by providing effective solutions to its customers through innovation, collaboration, and exceptional service. OHR is led by the Associate Vice President for Human Resources and the Finance and Administration Chief of Staff, [Renisha Gibbs](#), and provides services to FSU's 15,000 employees.

For more information on OHR's mission, vision, strategic initiatives, and values, please visit the [FSU HR website](#).

The Position

Reporting to the Director of Benefits, Leave, and HRIS, the Program Director for HR Information Systems (Director) provides leadership and direction in the administration of HR systems to support critical human resources initiatives and advance the mission of the Office of Human Resources and the University. The Director is also responsible for ensuring the integrity, administration, and maintenance of HR data, including demographic, benefits, and payroll information. The Director manages all aspects of technology service delivery, including high-level consultation with senior leadership, product development, and prioritizing multiple projects and venues to ensure services are efficient, add value, and compliant with laws and regulations. Additionally, the Director will play an important role in FSU's future migration to a cloud-based system as it applies to HRIS.

The Director will need to be an effective change leader who can take risks to find better ways of accomplishing goals and improving HRIS operations. They should be able to recognize trends, patterns, and events to improve the current state of the HRIS function. The Director must be a seasoned HRIS expert who can recognize what needs to be changed, engage across the HR organization when necessary, and take initiative to create change. They should have demonstrated experience challenging the status quo in solving problems, as well as championing and reinforcing change efforts. The Director should aggressively pursue change opportunities to dismantle what should not exist and create what needs to exist. They should be an effective manager who can build an environment that encourages others to be creative.

Specific Responsibilities of the Director include:

- Effectively leading and directing the HR Information Systems (HRIS) and functions for the Office of Human Resources.
- Interacting with university departments and other entities to ensure all HR operational and administrative technology services to students, faculty and staff are efficient, streamlined (e.g., HCM and related software applications – onboarding, electronic personnel files, CRM), and compliant with federal, state, and local laws and University rules, policies, and procedures.
- Working with and guiding HR and other campus units in developing and implementing projects that will enhance HR-wide IT services, including data storage services, research

support, and daily operational and administrative needs.

- Ensuring effective interface between HR Home Team, ITS, ERP, and other impacted areas regarding OMNI and technology needs while maintaining confidential HR system data and confidentiality of University employee information and issues.
- Managing the HRIS suites' complete technology life cycle, including analysis, design, testing, application functionality rollout, and production support. Generates reports, designs dashboards, and responds to data requests related to HR data from related activities and programs.
- Representing FSU HR with vendors, third parties, and on committees. Working with peers at other higher education institutions to leverage knowledge, benchmarking, best practices, and lessons learned related to HR technology, software and HCM management, and other resources.
- Planning, developing, and managing the overall computer, network, and information systems in the Office of Human Resources. Serving as contact for HR computer equipment, including hardware and software management. Researching and making recommendations on the use and acquisition of computer systems, desktop, and web applications to support and augment HR processes and improve efficiency through technology.
- Interpreting and providing direction on applicable federal, state, and local laws, and University rules, policies, and procedures related to HR services and products.
- Developing written guidelines and procedures for use with related HR systems. Managing and maintaining all related documents, manuals, job aids, and training.
- Identifying areas of opportunity or process improvements to leverage technology through a documented organizational roadmap.

Qualifications

- A Bachelor's degree and six years of related experience.
- PREFERRED: Master's degree and four years of experience related to administrative services.
- Ability to apply the principles and practices of strategic planning, development, and evaluation to an HRIS team
- Excellent interpersonal and team-building abilities and outstanding oral and written communication skills.
- Ability to develop new work systems and tools and develop and implement related policies and procedures.
- Working knowledge of other areas of HR including talent management, recruiting, benefits administration, attendance and leave, performance management, and processes with systematic mass changes (mass appt, mass term, courtesy review, etc.).
- Ability to evaluate process effectiveness and develop changes or alternatives. Ability to research and benchmark best practices as it relates to areas of responsibility.
- Ability to develop solutions to complex problems by reviewing related information and evaluating options.

- Ability to serve as an effective liaison with the central ERP and Payroll team for the HR department and functional areas under direct supervision.
- Ability to facilitate the development, professional motivation and growth of employees/teams.
- Ability to lead and direct programmatic, budgetary, and operational functions as a visionary, business analyzer, facilitator, motivator, customer advocate, barrier buster, coach, and living example.
- Knowledge of and ability to interpret and apply related federal, state, and local laws, ordinances, rules, and regulations.
- Knowledge of principles and practices of project planning, development, and evaluation to include critical steps, resources, roles, and responsibilities.
- Experience with leading or participating in the facilitation of an HRIS system change.

Tallahassee and the Region

[Tallahassee](#)'s welcoming residents, canopied roads and moss-draped oaks prove that Florida's Capital City is a pretty and unexpected destination. Arts, culture, and heritage define the community, from galleries and historic sites to classical or quirky performances, music festivals, live entertainment of the bold and sometimes subtle artistic accents found everywhere. It is a destination with rich historical roots woven into its core, with an array of museums and historic sites each offering a glimpse into the lives that shaped Tallahassee. With over 700 miles of trails filled with natural wonders and beauty, an ever-evolving dining scene, historic landmarks, family-friendly activities and more, it's easy to see why Tallahassee is a desirable destination.

To Apply

Florida State University has retained [Opus Partners](#) to support the recruitment of this position. Katie Dean, Partner; and Marisea Rivera, Senior Associate, are leading the search. Applications and nominations should be sent by email to marisea.rivera@opuspartners.net. Applications should include a cover letter and resume that should address the candidate's experience related to the responsibilities and qualifications outlined in the position description.

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Florida State University is an Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer. Read [FSU's Equal Opportunity Statement](#).