



## OREGON COLLEGE *of* ORIENTAL MEDICINE

ocom.edu | 75 NW Couch Street, Portland, OR 97209 | 503-253-3443

# Human Resources and DEI Manager

Are you looking for an opportunity to work for an organization that is helping to change our world for the better? If so, Oregon College of Oriental Medicine (OCOM) might be the perfect place for you.

Our campus and offices are in the heart of Old Town Chinatown, in the LEED Gold certified remodel of the former Globe Hotel building. Tom McCall Waterfront Park and the Willamette River are just a block away. You'll also enjoy easy access to the MAX Light Rail, other mass transit, and cycling routes.

OCOM is a nonprofit graduate medical school in Portland, Oregon. Our mission is to transform health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing. OCOM's primary activities are providing studies for specialized graduate degrees; operating two teaching clinics, providing affordable care for patients and hands-on experience for student interns; and conducting acupuncture and Chinese medicine research. *For more information about the college, please visit [ocom.edu](http://ocom.edu).*

We are seeking a dynamic **Human Resources and DEI Manager** to join our team.

## Position Summary

The HR and DEI Manager is responsible for all aspects of human resources for the college, including recruitment, onboarding, team-building and recognition, benefits administration, and performance management. This position will develop strategies to ensure that HR initiatives and programs align with OCOM's core values, including a commitment to diversity, equity, and inclusion. This position will help to create and will implement OCOM's DEI programs.

This is a full-time, in-person, benefits eligible position. OCOM's benefits package includes medical, dental, college-sponsored LTD/STD plans, paid holidays, and paid days off. The expected annual salary range is \$60,000-70,000, depending upon qualifications and experience.

## Essential Functions

### *Employee Relations and Performance Management*

- Advise executive team and senior management on personnel issues (performance, training needs, staff management, employee leaves such as FMLA, etc.)
- Assist supervisors in analyzing employee work performance and recommend corrective action when needed
- Help implement and monitor Performance Improvement Plans to ensure accountability between managers and their employees
- Field employee questions and concerns in a timely manner
- Consult with managers on compensation issues and provide guidance to confirm internal equity, external competitiveness, and appropriateness of actions
- Administer and compile semi-annual employee performance planning and review evaluations
- Conduct terminations and separations as needed

### *DEI*

- Lead ongoing internal assessments to identify and overcome barriers to DEI goals and achieve excellence
- Help to facilitate the development of key metrics to track progress of DEI strategies

### *Benefits Administration*

- Oversee college benefit plans including medical, dental, GTL, STD, LTD, FSA, and 401(k) plans
- Serve as the primary point of contact for all employees regarding benefits issues

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- Coordinate annual open enrollment events
- Serve as primary liaison for benefits brokers and vendors

### ***Recruiting***

- Collaborate with hiring managers to plan recruitment strategy and develop selection criteria and interview questions
- Create recruitment announcements and advertisements and identify appropriate channels in which to advertise postings
- Screen resumes, correspond with applicants, perform phone screens, coordinate selection process, create offer letters, and manage offer negotiation

### ***Policies and Compliance***

- Serve as the college's Title IX Coordinator, ensuring compliance with the legislation
- Research, write, or revise personnel procedures, processes, and forms as needed
- Monitor relevant local, state, and federal laws to ensure compliance, including: FMLA, OFLA, FLSA, Title IX, etc
- Compile and monitor workers' compensation claims and return to work of employees
- Provide training sessions for employees on various HR-related topics as needed

### ***HRIS Management***

- Maintain the college's HR records and employee files
- Administer, monitor, and track a variety of personnel actions and processes, including changes to employee compensation, schedules, job changes, changes to benefits selection, etc
- Report employee demographic information annually to the US Department of Education via IPEDS

## **Knowledge, Skills, and Abilities**

- Exceptional interpersonal, 'person-centered' skills
- Expert knowledge of human resources best practices in recruiting, compensation and benefits, and performance management
- Expert knowledge of local, state, and federal employment regulations
- Experience developing and implementing HR initiatives, e.g. diversity, communication, and community-building initiatives
- Strong customer-service mindset and commitment to respond to employee inquiries in a timely manner
- Willingness to "roll up the sleeves" and do what is necessary to ensure the smooth operation of the college on a daily basis
- An impeccable track record of integrity and the highest professional and ethical standards for handling confidential information
- Ability to work effectively and on target with minimal direct day-to-day supervision
- Good judgement and discernment regarding when and what to bring to the supervisory manager

## **Education and Experience**

### ***Required***

- Bachelor's degree or equivalent experience is required
- Three to five years' work experience in HR roles with progressively increasing responsibility is required
- Previous experience directly managing employee benefits is required

### ***Preferred***

- An advanced degree in human resources management with a specialization in Diversity, Equity, and Inclusion is preferred
- Experience working with diversity (DEI) programs is preferred
- PHR/SPHR or SHRM-CP Certification is preferred
- Experience in higher education HR and/or nonprofit HR is preferred
- Experience with Title IX is preferred

## To Apply

Send cover letter and CV (.pdf format only) to [HR@ocom.edu](mailto:HR@ocom.edu). In your cover letter, please answer the question, *"How would this position at OCOM fit with your long-term professional goals?"*

Oregon Health Authority has issued [OAR 333-019-1010](#), requiring all health care workers who have direct or indirect contact with patients, and any employee who enters OCOM as part of their duties, to be fully vaccinated against the coronavirus or have an approved medical or religious exemption on file.

## Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Amber Appleton, 75 NW Couch Street, Portland OR 97209, or [titleix@ocom.edu](mailto:titleix@ocom.edu).

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

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