



Senior Director of Human Resources

Organization Vision: uAspire imagines a day when all young people have the opportunity to reach their full potential by graduating from college, regardless of their families' financial resources or college experiences.

Organization Summary: uAspire is a national leader in providing college affordability services to young people, families, and college access and success practitioners. By 2022, uAspire's strategic plan aims to impact the lives of 3,000,000 young people through:

- **Student Advising:** In person and over text, we support students one-on-one to maximize financial aid, minimize loan debt, and make informed financial decisions about the best post-secondary option for them.
- **Training:** Online and in-person we provide professional development for school counselors and college access providers, sharing our expertise so they can effectively support their students.
- **Policy & Systems Change:** To level the playing field for young people from all economic backgrounds, we work to improve financial aid systems so everyone has a chance to graduate with a degree they can afford.

Position Summary:

The challenges of college affordability have never been more pronounced, and uAspire's expertise – built over 30 years of practice – has never been more needed. The Senior Director of Human Resources will oversee all aspects of uAspire's Human Resources (HR) function, ensuring that our HR systems, policies, and practices support the needs of our evolving organization.

The position reports to the Senior Vice President of Finance & Operations and is based within the Finance & Operations department, which maintains and builds the financial, technological, legal, space, and HR infrastructure needed to advance our mission. This position will manage uAspire's Manager of Talent and also collaborate closely with the Chief of Staff & Equity to ensure that uAspire's commitment to equity is reflected in the full work of the HR function. The Senior Director of HR will manage and strengthen uAspire's systems, policies, and practices around recruitment, hiring, onboarding, compensation, benefits, performance, records management, and labor law compliance. This is an exciting opportunity for a seasoned HR professional to lead and build the HR function in a fast-paced, entrepreneurial organization.

Key Responsibilities:

★ Performance Management & Compensation

- Lead the implementation and further development of our performance management system
- Provide coaching and guidance to managers
- Manage compensation and title structures



- Manage our benefits design, enrollments, and annual renewal process
- ★ **Hiring, onboarding, and offboarding**
 - Train and support hiring managers
 - Strengthen our recruitment and hiring strategies, practices, and policies
 - Manage and enhance effective onboarding and offboarding processes
- ★ **Staff Support & Policies**
 - Strengthen, create, and maintain personnel policies and practices to support organizational needs and regulatory changes
 - Support employees through workplace challenges and key life changes (parental leave, marriage, etc)
- ★ **Compliance & Administration**
 - Oversee our HR information and payroll systems, and develop new HR systems as needed to meet the organization's needs
 - Ensure that uAspire maintains compliance with federal, state, and local legal requirements across all uAspire geographies
- ★ **Team Management**
 - Supervise and cultivate the success of the Manager of Talent
 - Work with the Manager of Talent and Senior Vice President of Finance & Operations to set annual goals, priorities, and budget for the HR function
 - Keep the organization updated on HR projects, priorities, and progress

Qualifications:

- ★ **Committed to equity** – Demonstrated experience building HR systems, policies, and practices that prioritize a diverse, equitable, and inclusive work environment
- ★ **HR expertise** – Fluency with key HR functions including compensation, benefits, compliance, performance management, HR administration, and hiring
- ★ **Comfort with technology & systems** – Comfortable using and building systems and technology to meet organizational needs sustainably and efficiently
- ★ **Communication & customer service** – Uses clear and effective verbal and written communication across all levels to keep others engaged and informed, consistently responds to staff outreach, and keeps staff at the forefront of their decision-making
- ★ **Project & change management** – Able to plan and execute multi-faceted projects, manage relationships between and across teams to ensure effective and equitable collaboration and decision-making, and prepare and support staff to successfully navigate organizational change
- ★ **Coaching & support** – Able to coach and support staff across all levels of an organization to succeed in their work and to navigate professional and interpersonal challenges
- ★ **Detail orientation & quantitative skills** – Work is consistently free of errors or omissions and mistakes are proactively identified and resolved, and has quantitative skills necessary to build and maintain HR financial models around compensation, payroll, and benefits



- ★ **Execution & prioritization** – Consistently delivers on commitments made, while balancing competing needs and assessing priorities in a quickly-changing environment to adjust as needed

Compensation: Salary commensurate with experience and education. All full-time employees receive a competitive benefits package.

Applications: Applicants should apply through uAspire’s career portal by clicking [here](#).

uAspire is an equal opportunity employer, fully committed to achieving a diverse and inclusive workplace that embraces and encourages applicants of every background. The company’s policy regarding equal employment opportunity means that all decisions regarding recruitment, hiring, benefits, wage and salary administration, scheduling, disciplinary action and termination will be made without unlawful discrimination on the basis of-sex, gender, race, color, age, national origin, religion, disability, medical condition, genetic information, marital status, sexual orientation, gender identity or expression, citizenship status, pregnancy or maternity, veteran status, or any other status protected by applicable federal, state or local law.