Supervisor, HR Information and Systems
Austin Community College

Job Title	Supervisor, HR Information and Systems
Department	Human Resources
Institution	Austin Community College
	Austin, Texas
Date Posted	Dec. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Human Resources
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Job Description	

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

If you are a current Austin Community College employee, please click this link to apply through your Workday account.

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Austin Community College

Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Supervisor, HR Information and Systems

Job Description Summary:
The Supervisor, HR Information and Systems, oversees the effective use, optimization, and maintenance of HR technology, including Workday. This role supervises the HR I&S team, ensuring operational excellence, data integrity, and alignment of HR systems with College goals. Reporting directly to the HR Managing Director, the Supervisor leads system initiatives, drives process improvements, and provides technical expertise to support HR operations while preparing the organization for future enhancements and evolving needs.

Job Description:

<u>Key Responsibilities</u>

Leadership and Team Oversight

- Supervise the HR I&S team, providing guidance, mentorship, and performance management to

ensure high-quality service delivery.
- Distribute workloads effectively, balancing daily operations with strategic system projects and process improvements.
- Foster a collaborative team environment that supports professional development and operational excellence.
- Serve as a member of the Extended Leadership Team to align HR Information and Systems initiatives with broader HR and organizational goals.

System Management and Optimization

- Manage the configuration, implementation, and optimization of Workday and other HR technologies to improve efficiency and support HR operations.
- Collaborate with HR, IT, and other stakeholders to identify system requirements, resolve technical challenges, and implement enhancements.
- Ensure system integrity, security, and compliance with College policies and legal standards.
- Monitor and test system updates and releases, ensuring seamless integration and minimal disruption to users.

Data Integrity and Reporting

- Maintain and monitor the accuracy of HR data through regular audits and implementation of best practices for data entry and management.
- Develop and deliver advanced reports and dashboards to HR leadership, providing actionable insights into workforce trends and metrics.
- Address data inconsistencies, ensure reliable reporting, and support ad hoc data requests from HR and College leadership.

Process Improvement and Adaptation

- Lead initiatives to streamline HR processes through system automation and improved workflows, ensuring scalability and efficiency.
- Review and refine existing system workflows, policies, and procedures to enhance clarity and maintain institutional knowledge.

- Identify opportunities to enhance user experience and operational flexibility through innovative technology solutions.

Project Management

- Oversee HR I&S projects, from planning to execution, ensuring alignment with HR and organizational strategies.
- Coordinate with internal teams and external vendors to meet project goals, timelines, and resource requirements.
- Document project progress and outcomes, providing regular updates to the Vice Chancellor and other key stakeholders.

Training and Stakeholder Support

- Provide technical guidance and training to HR team members on system functionalities and best practices.
- Develop user guides, training materials, and resources to enhance system adoption and proficiency.
- Act as a key escalation point for complex system issues, troubleshooting and resolving challenges promptly.

Knowledge

- Expertise in Workday and HR I&S platforms, including configuration, reporting, and analytics.
- Strong understanding of data management practices, system security, and data privacy regulations.
- Familiarity with HR operations and their integration with technology in shared services or public-sector environments.

Skills

- Advanced problem-solving and analytical skills to address system and data challenges effectively.
- Strong organizational and project management skills to oversee multiple initiatives and ensure timely delivery.
- Excellent communication and interpersonal skills to collaborate with diverse stakeholders and explain technical concepts clearly.
- Proficiency in developing reports, dashboards, and data visualizations to inform decision-making.

Abilities

- Adapt to evolving organizational needs and manage change effectively.
- Collaborate across departments to align HR systems with organizational goals and requirements.
- Maintain professionalism and confidentiality when handling sensitive data.
- Balance hands-on technical responsibilities with team leadership and operational planning.

Required Work Experience

- Four years of experience in HR I&S or related HR technology roles, including system configuration, data management, and reporting.
- Two years of experience in a supervisory or team leadership role.

Preferred Work Experience

- Experience in higher education or public-sector HR operations.
- Familiarity with transitioning or restructuring HR I&S functions in shared services or evolving models.

Required Education

- Bachelor's degree in Human Resources, Information Systems, Business Administration, or a related field.
- Equivalent work experience may substitute for education on a year-for-year basis.

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Preferred Education

- Professional certification in Workday, HRIS, or project management (e.g., Workday Pro, PMP, HRIP).

Technology Skills

- Proficiency in Workday for system configuration, data analytics, and reporting.
- Familiarity with data visualization tools (e.g., Tableau, Power BI) for creating dashboards and insights.
- Experience with project management tools (e.g., Asana, Smartsheet) to track and document initiatives.

Physical Requirements

- Work is performed in a standard office environment.
- Ability to travel and lift objects weighing up to 10 pounds.

Safety

- Promote a safe workplace culture and ensure system security practices align with institutional and legal standards.

Salary

$87,157 - $108,946

Number of Openings:

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Job Posting Close Date:
December 26, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Supervisor--HR-Information-and-Systems_R-7084

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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