Director of Human Resources

Responsible for all phases of the human resources function including but not limited payroll, employee benefit programs, retirement plan, personnel policies, job descriptions, evaluations, job advertising, onboarding and exit of employees, training and annual surveys. The position reports directly to the Vice President for Finance and Operations/CFO. A twelve month, full-time position with benefits.

Bachelor’s degree is a required and experience in Human Resources is necessary. Preference given to candidates with experience in an academic setting. A strong work ethic is required.

Brevard College, founded in 1853, is a residential liberal arts college. Situated in the heart of the Blue Ridge Mountains, Brevard College is located 33 miles southwest of Asheville, North Carolina. Brevard College is committed to an experiential liberal arts education that encourages personal growth and inspires artistic, intellectual, and social action.

For full consideration, please send a letter of interest, resume, and three professional references electronically to nashmh@brevard.edu. Please place the position title in the subject line when applying. Screening of applicants will begin immediately and continue until the position is filled. The successful candidate must be able to meet requirements for a criminal, standard, and financial background check. Salary is commensurate with experience.

In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all candidates considered for employment. Brevard College seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.