



Cold
Spring
Harbor
Laboratory

Cold Spring Harbor Laboratory

Human Resources Project Manager - Workday

SALARY	\$90,000.00 - \$120,000.00 Annually	LOCATION	1 Bungtown Road, Cold Spring Harbor- Main Campus
JOB TYPE	Full Time	JOB NUMBER	01021
PROCESS LEVEL	Human Resources	DEPARTMENT	Human Resources
OPENING DATE	03/25/2024		

Position Description

Cold Spring Harbor Laboratory, a world-renowned biomedical research institution, invites a dedicated and skilled **Human Resources Project Manager** to join our dynamic team. This is an exciting opportunity to play a key role in the successful integration of Workday into our HR functions, contributing to the advancement of our HR systems and processes.

We are seeking a talented individual to assist in the implementation of Workday into our HR functions. The ideal candidate will have prior experience with implementing the HCM module of Workday and possess a strong background in project management, particularly in HR systems implementation. The successful candidate will demonstrate a comprehensive understanding of HR processes and functions, along with excellent communication skills, attention to detail, and the ability to work effectively with cross-functional teams.

Position Responsibilities

Essential Duties and Responsibilities:

- Assist in ensuring the successful end-to-end implementation of Workday into HR functions, including planning, execution, monitoring, and closure.
- Develop project plans, timelines, and milestones to ensure successful implementation within agreed-upon deadlines.
- Coordinate with stakeholders, including HR team members, our internal ERP project manager, IT staff, and external consultants, to align project goals and deliverables.
- Collaborate with HR functional SMEs and key stakeholders to gather and document business requirements for the Workday implementation.
- Conduct analysis of current HR processes and systems to identify areas for improvement and optimization through Workday.
- Work closely with our external consultant and HR SMEs to help configure Workday to meet the organization's specific HR needs.
- Ensure that Workday configurations align with documented business requirements and human resources best practices.
- Develop and execute comprehensive test plans to validate the functionality and performance of Workday configurations.
- Coordinate user acceptance testing (UAT) with stakeholders to ensure that Workday meets business needs and expectations.

- Develop training materials and conduct training sessions for HR staff and end-users on how to use Workday effectively.
- Implement change management strategies to ensure smooth adoption of Workday across the organization, including communication plans and stakeholder engagement.
- Proactively identify potential risks and issues related to the Workday implementation and develop mitigation plans to address them.
- Monitor project progress and escalate any issues or concerns to senior management as needed.

Position Requirements

EDUCATION:

- Bachelor's degree in Human Resources, Business Administration, Information Technology, or related field.
- Master's degree preferred.
- Project Management Professional (PMP) certification or equivalent is highly desirable.

EXPERIENCE:

- Proven experience managing HR projects, with specific experience in implementing the HCM module of Workday.
- Strong understanding of HR processes and functions, including but not limited to recruitment, onboarding, performance management, and compensation.
- Experience with change management methodologies and techniques is a plus.

SKILLS:

- Excellent communication skills, with the ability to effectively communicate technical concepts to non-technical stakeholders.
- Demonstrated ability to work independently and collaboratively across different departments.
- Strong organizational, analytical and problem-solving skills, with a keen attention to detail.

Supplemental Information

Application Process: If you are a motivated professional looking to make a significant impact in the implementation of Workday within our organization, please submit your resume and cover letter to the online application found here: [Human Resources Project Manager](#) . We look forward to reviewing your application. Position ID 11012

Environment

Cold Spring Harbor Laboratory is a world-renowned biomedical research institution in New York. It has shaped contemporary biomedical research and is the home of eight Nobel Prize laureates. Cold Spring Harbor Laboratory provides a highly dynamic and interactive research environment and also a unique opportunity of timely exposure to advances in various biomedical research fields and of interaction with a broad range of researchers from all over the world through its renowned Meetings and Courses program. We believe that science is for everyone. We have had researchers with a variety of backgrounds and believe in the importance of diversity, equity, and inclusion.

Compensation and Benefits

Our employees are compensated in many ways for their contributions to our mission, including competitive pay, exceptional health benefits, retirement plans, time off, and a range of recognition and wellness programs. Visit our CSHL [Benefits](#) sites to learn more. The salary range for this role is \$90,000-120,000. The salary range and/or hourly rate listed is a good faith determination of potential base compensation that may be offered to a successful applicant for this position at the time of this job advertisement and may be modified in the future. When determining a base salary and/or rate, several factors may be considered as applicable (e.g., years of relevant experience, education, credentials, and internal equity).

CSHL is an EO/AA Employer. All qualified applicants will receive consideration for employment and will not be

discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or protected veteran status. VEVRAA Federal Contractor

Agency

Cold Spring Harbor Laboratory

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