

Assistant Vice President for HR Operations, Services and Payroll

Our HR Story — It's a Great Time to join Stony Brook Human Resources!

We all know that the way we work is changing... and Stony Brook HR is changing too! Our team is expanding — we are growing our already talented workforce and looking for change drivers to join us on this journey. From achieving process simplicity to building a roadmap for future success, we are laser focused on reinforcing an engaging place to work, a strong delivery of HR services and strong partnerships across our beautiful campus. If you want to be a part of deciding what work will look like in the future and how HR can best evolve to meet the changing needs of the workplace — if you share our belief that the field of HR must grow and that we can elevate the employee experience, together — then join us and together we can build that better tomorrow, today!

Stony Brook University has received the prestigious designation as a flagship university in the State University of New York (SUNY) system, reflecting the pre-eminent role the University plays, nationally and internationally, as a model of research and academic excellence. We have been recognized by Forbes as one of America's Best-in-State Employers and as an institution that provides exemplary employment opportunities on Long Island and in New York State. Stony Brook University is also ranked on the 2022 America's Best Employers for Diversity Forbes list. And, we have been ranked the #1 public university in New York State.

Required Qualifications: (As evidenced by an attached resume):

Bachelor's degree (foreign equivalent or higher). Ten (10) years of progressive HR experience. Expertise in HR operations and systems. Payroll experience, and experience working with an HR service center or heavy customer facing HR role(s). Leadership and management experience with demonstrated ability to instill trust and support collaboration among staff, and to build and lead a high performing, customer-focused team. Experience operating in a complex environment while driving operational efficiencies for process improvement. Strong written and oral communication skills

Preferred Qualifications:

Advanced degree (foreign equivalent or higher). HR (e.g. SHRM-SCP) or payroll (e.g. CCP) certifications. Experience working in higher education.

Brief Description of Duties:

The Assistant Vice President for HR Operations, Services and Payroll will be a creative problem solver with the skill to effectively drive new and innovative solutions and approaches that support an exceptional customer experience, along with an efficient and effective HR process environment. The incumbent will be a strategic leader creating HR solutions that are aligned to the HR and University vision and that support an outstanding employee and manager experience and interface with HR. With a strong understanding of HR and payroll processes, systems and technology platforms, the AVP will execute and implement tasks with a commitment to continuously assessing service levels and identifying creative solutions to address gaps. The HR leader will be organizationally and politically adept, building and supporting strong collaborative partnerships with subject matter experts in Central HR and across the campus. The incumbent must work closely and collaborate with the Assistant Vice President for People, Culture & Engagement as well as the Assistant Vice President for Employee and Labor Relations, to ensure activities, tasks, and processes support the broader HR vision and strategy.

- Provides visionary, strategic leadership and oversight of all HR operational and transactional areas, including payroll and appointments, as well as the HR Service Center. Leads the development and implementation of strategies and approaches that support a best in class employee experience.
- Ensures an environment across the campus where students, faculty, and staff are provided with optimal customer service and support. Partners with senior leaders and embedded HR professionals to support a seamless and positive customer experience.
- Leads the successful implementation and ongoing support for HR technology and self-service solutions.

- Establishes and maintains highly efficient and effective HR transactions and supports and drives an environment of ongoing process improvement.
- Serves as a highly competent leader who instills a high degree of trust among staff, motivates and inspires a high-performing, customer-focused team, and creates a positive and engaging work environment for HR staff.
- Serves as a key leader and “face of HR” to the campus and is instrumental in establishing and maintaining a strong and positive brand and reputation for Central HR across the University. Is a trusted, valued, and responsive partner to leaders and employees across all levels of the campus.
- Proactively monitors trends and leads the development of a range of HR solutions that improve HR support, transactions and services. Helps define HR metrics and aligns services and transactional activities to metrics.
- Successfully designs and maintains a 70/20/10 HR service center model.
- Works in close partnership with the Assistant Vice President for People, Culture & Engagement and the AVP of Employee and Labor Relations to ensure processes and services align closely with broader HR and labor relations strategies.
- Other duties or projects as assigned as appropriate to rank and departmental mission.

Apply on line:

[Assistant Vice President for HR Operations, Services and Payroll](#) - Job Number: 2204125