



## Director, Human Resources

New Meridian Corporation, located in Austin, TX seeks outstanding candidates to fill a Director of Human Resources position. This position, reporting to the Chief Operations Officer (COO) will support New Meridian's hiring and employee support activities to further the goals of New Meridian to be a highly desired workplace. Candidates interested in this position should have a strong working knowledge of and interest in evaluating employee programs and policies, optimizing employee relations, and ensuring employment regulation and compliance.

### Who we are:

New Meridian is an assessment design and development partner that helps states prepare today's students for the challenges of tomorrow. We do that by providing technical expertise and the highest quality, research-validated test content that is uniquely focused on critical thinking, reasoning, and communication skills – the capabilities students will need to thrive in the future.

New Meridian is a 501(c)(3) nonprofit organization located in Austin, Texas. We are financed primarily through program and licensing revenues, with additional targeted support from philanthropic organizations committed to deeper learning and high-quality assessments.

### Our ideal candidate:

Our ideal candidate is someone with a proven track record of attracting talented candidates for open positions, fostering high employee satisfaction, and maintaining low employee turnover. This involves an ability to strengthen and maintain critical HR processes while also creating a work environment which will nurture the attitudes and behaviors essential to New Meridian culture. Our ideal candidate has the following traits:

- **An ability to get things done:** You are results-driven, resourceful, action oriented, and persistent. You are a master organizer and project planner who consistently looks ahead and anticipates needs before they arise.

- **Creative mindset:** You can quickly adapt and develop creative solutions to challenges in the work environment. You deeply understand employee dynamics and can synthesize information to recommend a plan of action.
- **Emotional intelligence:** You are highly self-aware and perceptive to the dynamics of key relationships. You are positive, empathetic, flexible, and curious. You naturally gain the respect of your colleagues through your authenticity, warmth, and competence.
- **Trustworthy:** You are highly ethical, principled, and mission driven. You operate with integrity and discretion.

### **Expected Duties and Responsibilities**

- Manage New Meridian's human resources infrastructure under the direction of the COO
- Organize recruiting efforts for all staffing needs, including job descriptions, compensation justifications, and sourcing top candidates for a growing company
- Ensure new hire orientation process properly introduces new employees to New Meridian
- Maintain employee records and ensure compliance to human resource laws and regulations for employees in multiple states
- Process accurate payroll including validation of deductions
- Track vacation accruals and validate accurate payroll tax reporting
- Lead annual open enrollment benefit process
- Deliver compensation and benefit comparison reports
- Develop and support programs to enhance employee relations and offer employee support to each staff member
- Own workplace development and training opportunities
- Lead performance management and organizational goal processes
- Implement measurements of employee engagement and morale and determine methods for maintaining overall employee satisfaction and fostering desired values

### **Requirements and Experience :**

- A bachelor's degree is required; a master's is preferred.
- 7+ years of HR manager or HR director experience.
- Excellent written and verbal communication skills.

- Human Resource Management certification a plus
- Location for this position is Austin, TX.