



ASSISTANT DIRECTOR OF HUMAN RESOURCES

Landmark College is a unique, fully accredited college for bright neurodivergent students with learning differences (LD, including dyslexia, ADHD, autism, and executive function challenges). Landmark College provides an intentionally designed, resource-rich academic and student life model yet is traditional in most ways. Our location in beautiful southeastern Vermont provides the setting for an engaged and inclusive college community with the safety of a small, rural campus. Landmark College is minutes away from ski resorts and other outdoor activities and within driving distance to cities such as Boston, New York, and Montreal. A position with Landmark College is more than just a job; it is an opportunity to make a difference in the lives of college students and to help us change how the public thinks about education.

Landmark College seeks an experienced human resource professional to manage the College payroll and assist in the responsibilities of the Office of Human Resources. The Assistant Director of Human Resources reports directly to the Director of Human Resources.

The Assistant Director of Human Resources is responsible for maintaining payroll and benefits records in the Paychex system including managing the time and attendance system and processing the bi-weekly College payroll. This position also supports the activities of the Office of Human Resources including new employee recruitment, community wellness and recognition and maintaining personnel files, policy and procedure handbooks, and other duties as assigned by the Director.

The position requires an Associate's Degree in a discipline related to human resources and some professional experience. Experience working in higher education or other non-profit organization is preferred. Excellent communication and organizational skills and a strong attention to detail are crucial. The ability to handle sensitive and confidential information while maintaining perspective is essential. Knowledge of Paychex payroll software or similar web-based payroll processing and benefits management application is preferred. Fluent use of Microsoft Office applications is required.

Landmark College offers competitive wages and an excellent benefits package. Interested candidates should submit a cover letter, résumé, and full contact information for three references (references will not be checked until finalist stage) to the Director of Human Resources: humanresources@landmark.edu. Landmark College is committed to enhancing the diversity of the College community and is an Equal Opportunity Employer (EEO).

To find out more please visit us: www.landmark.edu.