



Job: Human Resources Partner

Date of Issue	September 2025	CBU	Non-Represented
Position No.	00023095	Job Family	08
Department	SOHR	FLSA	Exempt
Campus	University Services	Wage Grade	05

Primary Purpose of Position

The Human Resources Partner (HRP) works under the direction of Chief Human Resources Officer or alternative Human Resources (HR) leader and is responsible for addressing University system, campus, and department needs with effective HR strategies. The position partners with HR Centers and HR Administrative Specialists to develop and administer HR solutions that support relevant strategic goals and provides HR generalist support to faculty, staff, and graduate student workers. The position serves as a consultant to leaders in maximizing results using sound strategic HR practices. The HRP will provide reliable direction and counsel on HR related issues and/or services while ensuring consistency and compliance with policies and regulatory requirements.

The HRP may supervise student interns or administrative support as required. A direct career development path for this role is succession to SHRP based on availability, performance, and experience. The nature of the HRP role focuses on day-to-day implementation including oversight and key decision making.

Essential Duties

- Addresses business needs with effective HR strategies and partners with the HR Centers to support the design and implementation of University HR strategic plans across assigned areas. HRPs work in collaboration with the HR Centers and HR Administrative Specialists under the direction of SHRPs to facilitate change initiatives, manage resources, deliver integrated solutions, and provide value-added services to management and employees.
- Collaborates with assigned University leadership and System partners to focus on results and outcomes of business strategies. Advises administrators and managers regarding all HR aspects of a routine nature to include workforce planning and management, employee and labor relations strategies, policies, and procedures. Seeks advice from HR leadership on complex issues.
- Maintains a robust level of understanding and knowledge about the financial position, short-, mid- and long-range plans, and culture. Leverages business metrics to analyze and address staff issues, culture dynamics, talent needs, and trends.
- Provides education, training, and development support for managers and employees. Supports managers in assigned areas, identifies opportunities to improve and recommends alternative solutions.
- Conducts analysis and provides cross functional solutions to support the organization, including the areas of customer service (internal and external), people management,



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advocacy, conflict management, community relations, transparency, responsiveness, mentorship, employee engagement, and teamwork.

- Utilizes coaching and mentoring methods to build a culture and environment that is anticipatory and supportive. Guides managers in how to provide constructive and timely coaching and performance feedback plus recognition.
- Maintains an in-depth knowledge of all applicable State and Federal law, trainings, Affirmative Action plans, collective bargaining agreements, System Administrative Practice Letters (APLs), campus specific and System policies, and labor relations related to day-to-day management of employees.
- Manages and resolves simple to moderate employee relations issues. Conducts effective, thorough and objective investigations in compliance with university policy and procedure, collective bargaining agreements, State and Federal law and in partnership with relevant HR Centers.
- Remains well-informed about University and System mission and strategic plans as outlined by the Chancellor, Board of Trustees, and campus leadership and works to support the System's universities in their operational and academic strategic objectives.

Supervisory Responsibilities

None.

Reporting Relationship

Reports to Chief Human Resources Officer or an alternate HR leader.

Knowledge, Skills, and Qualifications

Required:

- Bachelor's degree or equivalent combination of education and relevant work experience.
- 3-5 years of strategic HR experience.
- Demonstrated knowledge of strategic HR in context of policy, process, organizational culture, laws/regulations, collective bargaining agreements, and practical realities.
- Ability to communicate effectively with external and internal contacts, including presentation and facilitation skills.
- Exercises good judgment, diplomacy, and perceptual objectivity to make decisions effectively and appropriately. Aptitude to define problems, identify trends, collect data, and establish facts to draw valid conclusions.
- Experience working both independently and collaboratively with staff, faculty, and various levels of the organization to identify and implement strategic HR solutions.
- Previous experience leveraging a wide array of technologies, such as a Human Resource Information System (HRIS) and distance education and communication tools.
- Experience building productive relationships with internal and external constituencies.



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Preferred:

- Master's degree.
- SHRM-CP or SCP certification (and/or PHR or SPHR).
- HR experience in a higher education setting or similarly complex multi-unit organization.

The first six (6) months this position will be onsite at the University of Maine campus. After six (6) months, there is an opportunity for remote work 40% of the time.

Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.

Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: _____

Date: _____

Immediate Supervisor: _____

Date: _____