

Manager of Workforce Planning

Human Resources MANAG001286

Posting Details

- Full-Time
- On-site
- Salary: \$85,000 USD per year

• Location

Monmouth University Main Campus
400 Cedar Ave
West Long Branch, NJ 07764, USA

Job Details

Description

Monmouth University is seeking applications for a **Manager of Workforce Planning** in the Department of Human Resources.

Join our dynamic Human Resources team and contribute to a positive, supportive, and collaborative workplace. In this role, you will work alongside colleagues who value professionalism and teamwork. You will have opportunities to develop your skills, support meaningful projects, and play a part in enhancing the employee experience. If you enjoy building relationships and helping others succeed, we encourage you to consider joining our team.

The University's Human Resources Office is seeking a **Manager of Workforce Planning** to lead institution-wide workforce planning and position management efforts. Reporting to the Associate Vice President for Human Resources, this role plays a critical part in aligning staffing strategies with the University's mission, academic priorities, enrollment trends, and financial sustainability. The Manager of Workforce Planning serves as a strategic partner to campus leaders, using data, analysis, and consultation to ensure the University has the right workforce structure to support current and future needs.

This is an in-person, on-campus, non-remote position.

Application Materials Required:

Monmouth University requires all applications and supporting documents to be submitted via the university's career portal. In addition to the application, candidates **must** upload the following documents. Applications will **not** be considered complete for review until all required documents are uploaded.

- Resume or Curriculum Vitae
- Cover Letter
- Professional References

Key Responsibilities

Workforce Planning & Strategy

- Lead the development and execution of short- and long-term workforce planning strategies aligned with institutional goals and strategic plans.
- Act as consultant and resource to identify and recruit a qualified, diverse workforce for faculty, staff and administrative positions within the University. Responsible for coordinating all recruitment activities for faculty, administrative and support staff, including but not limited to, assisting with the development, updating and maintenance of job descriptions, postings and advertisements and screening resumes.
- Analyze workforce trends to identify staffing gaps, succession risks, and future talent needs across academic and administrative units.
- Support organizational planning initiatives, including restructuring, program growth, and operational efficiency efforts.
- Manage full cycle recruitment from job description development to onboarding. Develop marketing strategies, define roles and responsibilities of employment team to ensure effective and efficient recruitment life cycle while minimizing cost per hire.
- Lead and manage the development and implementation of comprehensive onboarding, employee engagement, talent management and retention programs.
- Conduct exit interviews/offboarding including the distribution of surveys, collection of University property and providing information regarding remaining wages, COBRA and more.

Workforce Analytics & Reporting

- Oversee workforce data analysis, including headcount, vacancies, turnover, demographics, and forecasting.
- Prepare dashboards, reports, and presentations for HR leadership, senior administrators, and campus stakeholders.
- Ensure the accuracy and integrity of workforce and position data within HR systems.

Position Management & Consultation

- Manage position management processes, including position creation, reclassification, and workforce approvals.
- Consult with division/department leaders on workforce design, staffing models, and role alignment.
- Partner closely with Finance to support informed workforce decisions.
- Administer and support the performance management process, including goal setting, evaluations, and documentation.
- Guide managers and employees through performance review cycles, ensuring consistency and timeliness.
- Maintain accurate performance records in HRIS systems in accordance with company policy.
- Provide coaching to managers on effective feedback and performance improvement strategies.

Union & Policy Awareness

- Apply knowledge of **unionized environments**, collective bargaining agreements, and shared governance structures when conducting workforce planning and position analysis.
- Ensure workforce planning practices align with labor agreements, institutional policies, and applicable employment laws.

Supervision & Collaboration

- Supervise, mentor, and support one direct report, providing guidance, feedback, and opportunities for professional development.
- Collaborate with HR colleagues in a small, team-oriented office to integrate workforce planning into broader HR initiatives.
- Participate in cross-campus committees and working groups related to staffing, budgeting, and strategic planning.
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Administrative

- Oversee and manage all employment verification requests, ensuring accuracy, confidentiality, and timely responses.
- Administer unemployment claims and hearings, including documentation preparation, response submissions, and coordination with state agencies.
- Ensure compliance with federal, state, and local employment and unemployment regulations.
- Serve as primary point of contact for third-party verification vendors and government agencies.

Required Qualifications

- Bachelor's degree in Human Resources, Business Administration, Public Administration, Higher Education Administration, or a related field.
- PHR, SPHR, SHRM-CP or SHRM-SCP certification.
- Minimum of **5 years' of progressive experience** in workforce planning, HR analytics, institutional research, or a related HR function.
- Thorough knowledge of federal and state laws as they relate to HR policies, practices and procedures especially in recruitment and employee relations. Able to handle multiple priorities, while working independently and effectively under heavy workloads and during peak periods.
- Demonstrated experience using data and analytics to inform workforce or organizational decisions.
- **Familiarity with unionized environments**, including collective bargaining agreements or labor relations considerations.
- Prior supervisory or lead experience.
- Strong analytical, organizational, and communication skills.

Preferred Qualifications

- Master's degree in a related field. Progressively responsible experience in designing, developing and supporting organization-wide talent management programs that cover recruiting, talent development, performance management and relationship management.
- Experience in **higher education**, public sector, or a complex, mission-driven organization.
- Experience with HRIS platforms, workforce planning tools, and data visualization software.

- Knowledge of position classification, compensation structures, and budgeting processes in higher education.

Questions regarding this search should be directed to:

Barbara Santos at bsantos@monmouth.edu or 732-263-5629

Note to Applicants:

Please keep in mind that a job posted as “Open until filled” may close at any time without notice. As such, we encourage you to submit your application and all required documentation as quickly as possible to ensure consideration for the posted position.

Working at Monmouth University perks – MU offers:

- 403(b) Retirement Plan (8% employer contribution)
- Generous Paid Time Off
- Medical, Dental & Vision Insurance Benefits
- Tuition Remission for employee upon hire
- Tuition Remission for spouse or civil-union partner and IRS dependent after one-year of full-time continuous employment
- Employer paid Short & Long-Term Disability
- Employer sponsored Life Insurance
- Employee Assistance Program (EAP), FSA, Telehealth and more

To view a full list of benefits, visit our benefits page at: [Employee Benefits Information](#) | [Human Resources](#) | [Monmouth University](#)

Department:

Human Resources

Work Schedule:

Monday through Friday

Total Weeks Per Year

52

Hours Per Week:

36.25

Expected Salary:

\$85,000 - \$90,000

Union:

N/A

Job Posting Close Date:

Open until filled

Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the [Know Your Rights](#) notice from the Department of Labor.