



TRUTH. TRAINING. TRANSFORMATION.

JOB ANNOUNCEMENT

At the College of Biblical Studies, we're on a mission. A mission to *glorify God by educating and equipping multi-ethnic Christian leaders to impact the world for Christ*. Each of us plays an important role in ensuring our students receive the best academic education and spiritual training in a loving, caring environment. We love what we do, and it shows!

CBS is a nationally and regionally [accredited](#) Bible college founded in 1976. We have provided biblically based education to more than 26,000 students diverse in age, ethnicity, gender, and cultural perspectives. CBS offers associates and bachelor's degrees, with a curriculum based on a biblical worldview, founded on scriptural truth, and focused on ministry preparation and life transformation. If you have a heart to serve others and a passion for excellence, we invite you to apply today.

Position Title

Location: Houston

Description: The Director, Human Resources is responsible for all areas of Human Resources Management that will cultivate and nurture a people centered, empowered oriented, high-performance culture that is driven by the College's core values of Love, Excel, Grow and Serve. This role provides key human resources leadership including organizational development, programs and practices including recruitment, people development, employee relations, ethical and legal compliance, compensation and benefits, performance planning, culture of belonging, and employee engagement. The human resources services are delivered in collaboration with the College's Professional Employer Organization (PEO).

Required Qualifications:

- Bachelor's degree in related discipline from an accredited institution of higher education and two to four years of related professional human resources experience or the equivalent.
- Is a committed Christian, active in a local church.
- Agrees with the core doctrinal position (items 1-8) of the college and statements of belief.

Preferred:

- Master's degree in human resources management or related discipline from an accredited institution of higher education and two to four years of related professional human resources experience, including experience in higher education environment or the equivalent.
- SHRM-CP or SHRM-SCP certification.
- Bilingual in English and Spanish (speak, read, and write)

A complete job description, application, and hiring procedures are posted on the [CBS website](#).

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate based on race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.