# Vice President Human Resources – Position Description

## Position Purpose

Responsible for overall human resources strategies, plans, and programs for the College which will address key human factors that contribute to the overall success of the College and its faculty and staff. Working in concert with senior executive leadership, administration faculty and employees, design, plan, support and carryout the institutions mission, vision and strategic plan. Provide inspired leadership for the Office of Human Resources.

Areas of responsibility include Organizational Development, Employee Relations, Compensation, Benefits, Employment, Payroll, Human Resource Information Technology and Faculty Affairs.

## Duties and Responsibilities

* Support the institutions mission, vision and strategic plan through development of a business sensitive Human Resource plan.
* Actively participate as a member of the Senior Leadership’s administrative team and provide leadership and guidance, as appropriate, to institution-wide programs and projects. Promote a global awareness of issues facing the institution and determine how the human resources function may be best utilized to address those issues.
* Design and execute human resources strategic plan in support of the institution’s mission, vision and strategic plan which addresses philosophy and policies on recruitment, retention, compensation, benefits, performance management, human resource information systems, team building, training and organizational development. Ensure consistent and appropriate application of human resource policies and practices.
* Provide on-going counsel and guidance and identify potential risks to the Senior Leadership and other senior managers on matters of human resources management, including legal and regulatory issues. Ensure that all legal and regulatory requirements with respect to human resources management are met.
* Develop and oversee a comprehensive compensation and benefits program which will aide in the recruitment and retention of high-quality employees. Act as Plan Administrator for self-funded benefit plans and ensure that fiduciary obligations are met.
* Provide leadership, guidance, direction and consultation on all topics related to diversity, inclusion, cultural development and change management. Serve as the Affirmative Action and EEO Officer for the institution.
* Develop unique programs or communications strategies to promote staff diversity and assess the outcomes of those initiatives with a focus on their impact as related to recruitment and retention.
* Develop and manage the various budgets within human resources and ensure that financial and operational goals and objectives are met or exceeded.
* Lead, guide, develop, and mentor human resources staff and empower them to support and assist management in the achievement of the mission of the institution.
* Create flexibility within human resources programs to ensure they are both responsive and adaptable to the unique needs and requirements of the various work settings within the college.
* Ensure credibility and accountability within the organization through enhanced customer focused services, responsiveness, visibility, and communication.

## Knowledge, Skills and Abilities

## Well-developed administrative skills.

## Strong management skills - principles and people.

## Plan design, management and fiduciary experience.

## Ability to work together with an extraordinarily collegial faculty that has developed a very positive and respectful spirit.

## A powerful grasp of the challenging issues facing medical science and education today.

## Understand the complex financial issues facing medical schools and academic medical centers.

## Ability to assess the institution’s current position within this context and to articulate a compelling vision about how to move it to a position of national prominence.

## Strong presence and engaging personal presentation style that encourages consensus building and cooperation among administrators and faculty members.

## Position Requirements

Education: Bachelor’s degree

Experience: 10+ years of relevant experience

FLSA: Exempt