



Indiana State University

EXECUTIVE DIRECTOR, HUMAN RESOURCES Indiana State University

Job Specifications & Position Profile

Position Summary

Reporting to the Senior Vice President for Finance and Administration, the Executive Director, Human Resources serves as the University's human resources executive and leads, manages, and directs the University's Office of Human Resources. This includes responsibility for the functional areas of talent management including recruitment and onboarding; employee relations; benefits design, negotiation and administration; compensation administration and performance management in a non-union environment; wellness programs; and training and development. Ensures the University is in compliance with applicable federal and state employment laws.

Essential Duties and Responsibilities

- Provide leadership, direction, mentoring, and development to a comprehensive Human Resources (HR) operation that manages non-faculty staff recruitment, employee relations, compensation and benefits, performance management, training and development, regulatory compliance, records management, and other HR related functions.
- Lead and manage a dedicated and collaborative HR team of full-time staff and student employees including oversight of the HR departmental budget.
- Develop and execute integrated talent management strategies to attract and engage diverse, high-performing employees in alignment with strategic institutional priorities.
- Provide coaching, guidance, and facilitation to supervisors and employees on issues related to policies and procedures, performance management, conflict resolution, and other employee relations issues.
- Direct the development, communication, and implementation of employee policies and procedures in compliance with relevant employment laws and regulations.
- Ensure effective and transparent employee communication on matters of organizational values, culture, and climate.
- Work collaboratively with the Office of Equal Opportunity to support workforce diversity and equity and inclusion initiatives.
- Oversee the administration of effective benefits and compensation programs.
- Ensure human resource records and information systems are maintained in a secure, confidential and compliant manner.
- Serve as liaison to Staff Council.
- Represents the University and serves as the Office of Human Resources contact for committees, task forces and University external human resource responsibilities and interactions.

Education

A Bachelor's degree in human resources management, business or related area required. Related Master's degree strongly preferred. PHR, SPHR, SHRM-PCP or SHRM-SCP certification desired.

Experience Required/Preferred

- Ten (10) years of progressively responsible professional human resource experience with a career progression that demonstrates increasing responsibility at the director level or above, with higher education HR experience preferred.
- Demonstrated successful experience in leading the HR function (HR leadership) is an absolute must for the position in addition to experience directly managing multiple functional areas within human resources.
- Specialized experience in any of the following human resources disciplines: compensation, employment, training, organizational development or benefits is desired.
- Proficient computer skills with word processing and spreadsheet software. Knowledge of Banner and People Admin system software for educational institutions is desired.
- Knowledge, Skills, Abilities
- Demonstrate strong leadership skills using a team based approach.
- Commitment to diversity and inclusion with the ability to work with all staff and faculty levels in a diverse university community.
- Ability to maintain confidential information.
- Proven conflict resolution, employee relations and problem solving skills.
- Ability to maintain good working relationships through positive interactions with peer groups, leadership of other departments, as well as internal and external committees, task forces, etc.
- Possess excellent analytical, organizational, interpersonal and communication skills (written and verbal).
- Excellent group facilitation and consensus building skills.
- Demonstrated ability to improve processes through enhanced use of technology.

Application Process

The Search Committee will begin reviewing applications immediately and continue to accept applications and nominations until the position is filled. However, in order to assure the fullest consideration, candidates are encouraged to have complete applications submitted to the search firm assisting the University by November 20, 2017. Requested application materials include a letter of interest; résumé; and the names, telephone numbers, and e-mail addresses of at least five professional references. All applications, nominations, and inquiries will remain confidential. References will not be called until after the first screening of applications and then only after the applicant has given explicit permission. All application materials must be submitted electronically in Microsoft Word or PDF format.

Please direct all applications, nominations, and inquiries for the position to the search firm assisting the University at the contact information below:

Ryan Crawford, Partner
r.crawford@storbeckpimentel.com

Refer to code "ISU-CHRO" in subject line