



WEST VIRGINIA STATE
UNIVERSITY



Assistant Vice President for Human Resources

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description:

The Assistant Vice President of Human Resources is a key thought leader with a strategic mindset who serves as a trusted advisor and partner to drive human resources initiatives that support the overall mission and strategic direction of West Virginia State University and the West Virginia State University Research and Development Corporation. The Assistant Vice President of HR leads the Office of Human Resources and provides strategic and day-to-day oversight for all core HR functions including benefits. As a direct report to the Vice President of Business and Finance, the Assistant Vice President for Human Resources serves as the chief human resources officer for the institution.

The Assistant Vice President of HR is responsible for other programs including employee relations, staff and leadership development, benefits and wellness, implementation of personnel policies and procedures, talent acquisition and orientation, Human Resources Information System (HRIS), faculty and staff compensation, performance management systems, compliance issues and personnel records. This position develops and manages the annual HR budget and supervises the HR staff members including the Office Title IX and EEO.

The Assistant Vice President is focused on continuous service improvement and operational excellence; and provides strategic leadership and vision for an institution committed to being an employer-of-choice and for fostering a culture that is diverse, equitable, inclusive and forward thinking. The Assistant Vice President will a critical partner in developing Diversity, Equity, and Inclusion university-wide strategies to help lead the Center for Human Relations.

The Assistant Vice President will interact thoughtfully across the campus community to establish and build a workplace culture that thrives on collaboration, professionalism, and innovation.

Responsibilities:

- Develop and implement policies, procedures, and guidelines for functional areas to support onboarding, retention efforts, affirmative action, and employee separations.
- Provides professional development and training opportunities formally and informally, responding to the needs of the campus.
- Establish pay structure and compensation philosophy as outlined by the West Virginia Higher Education Policy Commission.
- Oversees the refinement and creation of existing and new programs to address the needs of the campus community (e.g. employee recognition).
- Support organizational planning to achieve short and long term staffing forecasts (e.g. workforce planning).
- Prepares ad hoc reports and conducts research on HR matters and if necessary, prepares the data for analysis by various stakeholders.
- Manages employee performance including conflict management, coaching, performance improvement plans, and discipline.
- Ensure HR practices, processes, policies, and related documents are consistently applied and comply with applicable laws, university guidelines, policies, and procedures.
- Presides over grievance hearings in a fair, solutions-based manner.
- Acts as the university's lead change agent by helping the employee population adapt to the changing needs of our campus.
- Other duties as assigned

Minimum Qualifications:

- Master's Degree in human resources, business administration or a related discipline with five years of experience; 2 years in a senior leadership role
 - *Substitution:* Bachelor's Degree in human resources, business administration or a related discipline and 5-7 years' experience, with 3 years in a senior leadership role.
- Proven leadership skills including clear goal setting, prioritization, and ability to lead team in an environment, which promotes teamwork and teambuilding
- Strong organizational and decision-making skills, analytical and problem solving abilities, and interpersonal skills
- Ability to work in a complex, fast-paced environment with multiple tasks, short-long term deadlines
- Strong verbal and written communicational skills
- Skills and ability in the use of computers and Microsoft office

Preferred Qualifications:

In addition to the minimum qualifications listed above:

- 7-10 years of progressive human resources related experience
- Three years of work experience in higher education working with faculty/staff and students
- Two years of supervisory experience and benefits experience
- Demonstrated knowledge and familiarity with best human resources practices, FERPA and HIPAA regulations, EEO/AA, Title IX, Clery, SaVE, VAWA, ADA; working knowledge of federal, state and local laws and regulations in human resources.
- Experience with Banner, OASIS, and KRONOS preferred.
- PHR, SPHR, SHRM-CP or SCP

Salary Statement:

Salary will be commensurate with experience and relocation assistance may be available.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references, etc. by **February 2, 2022**. **All requested information must be submitted for your application to be considered.**

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.