



Position Details

Position Information

Position Type	Administrative Appointment
Classification Title	Associate Vice President for Human Resources and Diversity
Position's Functional Title	Associate Vice President for Human Resources and Diversity
Position Start Date	
Position End Date (if temporary)	
Position Summary	<p>Governors State University (GSU) invites applications from qualified candidates for the position of Associate Vice President for Human Resources and Diversity. The person in this position reports directly to the Vice President for Administration and Finance and serves as the University's Chief Human Resources Officer and Title IX Coordinator. As such, the position carries broad responsibility for human resources and diversity planning, strategy and policy development, analysis, oversight and reporting. He/she is responsible for creating and implementing the strategic vision and direction for human resources and for providing effective oversight for the daily operational management of the Department.</p> <p>More specifically, the Associate Vice President has executive and operational responsibility for the university's human resources functions and services including strategy and policy development, human resources information system, classification and compensation, salary and wage administration, staff development and training, benefits enrollment and administration, workers compensation, collective bargaining, and employee relations.</p> <p>As the University's Title IX coordinator, the Associate Vice President will be responsible for the development, implementation, and enforcement of the university's policies and efforts to ensure compliance with Title IX legislation and associated regulations and directives including implementation of grievance procedures; investigation and disposition of complaints; developing educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the University's Title IX compliance.</p> <p>The person in this position will also serve as the university's chief collective bargaining officer for non-faculty bargaining units and will serve as the primary administrative liaison and support staff to the Human Resources Committee of the Board of Trustees.</p> <p>The Associate Vice President must possess excellent interpersonal and communication skills and the ability to work collaboratively and build strong and effective relationships with the university's academic and administrative leadership, various state agencies, and other stakeholders.</p>
Minimum Qualifications	<ul style="list-style-type: none"> • A Master's degree in human resources management, labor relations, business administration, or a related field; • A minimum of ten years of progressively responsible experience in human resources , labor relations, or equal opportunity administration at least three years of which should be in institutions of higher education; • Strong working knowledge of state and federal employment laws and regulations; • Excellent interpersonal and communications skills, both oral and written; • Demonstrated commitment to diversity and equal opportunity; • Desire and ability to work cooperatively and collaboratively with peers and

	individuals at all level of the GSU community; and • Demonstrated success in utilizing technology to deliver continuously improving and customer-responsive services.
Preferred Qualifications	
Posting Date	10/02/2017
Closing Date	
Open Until Filled	Yes
Special Instructions to Applicants	The initial deadline for submission of applications is October 15, 2017. Review of materials will begin immediately but applications will continue to be received until the position is filled.
Posting Number	AP0145P
Type of Search	External
Quicklink for Posting	http://employment.govst.edu/postings/2994
Employee ID	
Department	

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * What is the highest level of education attained?
 - GED
 - High School Diploma
 - Associates Degree
 - Bachelors Degree
 - Masters Degree
 - Doctorate Degree
2. * What academic discipline did you earn your degree(s) in?
(Open Ended Question)
3. * How many years of experience do you have in human resources , labor relations, or equal opportunity administration?
 - 0-5
 - 5-9
 - 10-12
 - 12-14
 - 14+
4. * How many years of your experience came from institutions of higher education?
 - 0-2
 - 3-4
 - 4-6
 - 6+

Required Documents

Required Documents

1. Resume
2. Cover Letter
3. Transcripts
4. List of References

Optional Documents

1. Other
2. Other2
3. Other3
4. Other4
5. Other5



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