

**OFFICE OF HUMAN RESOURCES
ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES**

October 31, 2011

FULL-TIME: 12 month position with benefits

BASIC JOB DESCRIPTION: Develops Human Resources policies and programs for the University. The major areas covered are: benefits, compensation system, recruitment and retention, payroll, talent management, training and development, organizational planning, employee relations and services. Originates Human Resources practices and objectives that will provide a balanced program throughout all campuses. Assists and advises senior management on Human Resources issues. Continue progress in accomplishing Stetson's strategic goal to "Be a Great Place to Work".

QUALIFICATIONS: The minimum requirements for consideration of this position include a bachelor's degree in human resource management or related field with a master's degree preferred; a minimum of seven to ten years of progressive and successful leadership experience within a college or university system managing several sites; a commitment to diversity; and a customer service orientation.

ESSENTIAL JOB FUNCTIONS: Formulates and recommends Human Resources policies and objectives for the University. Determines and recommends employee relations practices necessary to enable a high performance and continuous learning culture. Lead change management and process improvements. Create a leadership development program. Increase organizational effectiveness. Identifies legal requirements and government reporting regulations affecting Human Resources function (e.g., OSHA, EEOC, TEFRA, ERISA, Wage & Hour). Acts as primary contact with labor counsel and outside government agencies. Protects interests of employees and the University through development of Human Resources policies and knowledge of governmental laws and regulations. Establishes wage and salary structure, pay policies, performance appraisal programs, employee benefit programs and services, and University safety and health programs.

ADDITIONAL RESPONSIBILITIES: Assumes other duties as assigned by supervisor.

WORKING CONDITIONS: Requires some physical effort (i.e., standing and walking, frequently light lifting (5-10 lbs.) and manual dexterity in the use of fingers or limbs in the operation of medical and office equipment; extended periods of time at a keyboard, perceptual demands for sound, form, texture and depth.

TO APPLY: The review of candidates will begin immediately and will continue until the position is filled. Applicants should submit a letter of application, resume, and the names of three to five references to Annette Miller, Stetson University, Unit 8278, DeLand, FL 32723. FAX: (386) 822-7018 or EMAIL: almiller@stetson.edu . Please include three professional references and salary history. EOE

Stetson University, an equal opportunity employer, affirms the values and goals of diversity and strongly encourages the applications of women and candidates from historically underrepresented groups.