OFFICE OF HUMAN RESOURCES  
ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES  
FULL-TIME: 12 month position with benefits

Opening Date: March 13, 2015

BASIC JOB DESCRIPTION: Develops Human Resources policies and programs for the University. The major areas covered are: benefits, compensation system, recruitment and retention, 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 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 multiple 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. Partners with the University’s Title IX Coordinator and the Inclusive Excellence Task Force.

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.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer. 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.