

Position Description

University/Agency: Northern Illinois University

Title: Senior Associate Vice President for Human Resource Services

Date: <<Fill In>>

University/Agency Position Title: Associate Vice President for Human Resource Services

Exemption Category: X 36e(2) 36e(3) 36e(4)

General Exemption Title: Associate Vice President

Position Number 28281

Reports to Executive Vice President and Provost

Primary Position Function/Summary:

As an institution, Northern Illinois University (NIU) is devoted to its mission of promoting excellence and engagement in teaching and learning, research and scholarship, creativity and artistry, and outreach and service. Our vision is to be a premier student-centered, research-focused public university contributing to the advancement of knowledge for the benefit of the people of the region, the state, the nation, and the world. In pursuit of that vision we are guided by three pillars: ethically inspired leadership, thriving communities, and financial and program viability.

The Senior Associate Vice President (Sr. AVP) is an indispensable agent for positive change at NIU. Within his or her department and with everyone he or she interacts with, the Sr. AVP will build and maintain effective processes, manage systems, create positive teams, and foster the personal growth and professional development of employees. Utilizing his or her broad expertise and experience, the Sr. AVP will mentor, coach, and encourage others to do the same.

This Sr. AVP is responsible for developing and implementing a comprehensive vision for Human Resources at NIU across the full employee life cycle and for every type of employee, with a focus on bringing more efficient and effective service to the campus community. The vision must be comprehensive to include development, maintenance and continuous improvement of the processes and structures that support all critical human resources functions, including recruitment, hiring, orientation, onboarding, performance management, retention, salary administration, payroll, benefits administration, labor relations, and a variety of compliance functions. In all areas of responsibility, a strong and visible commitment to promoting diversity is expected to be a cornerstone of success.

In the area of performance management, the Sr. AVP will collaborate with units across campus to cultivate effective goal setting, an expansive view towards employee training, a meaningful performance review process, and a succession planning/career development focus.

The Sr. AVP must be fully conversant with and instrumental in developing and implementing effective HR structures including a renewed look at the institution's various job classifications and salary administration policy, a revised approach to establishing and maintaining pay grades, and the development of a catalog of relevant internal and external professional development opportunities. In addition, the candidate will aid various offices and departments in the standardization of similar roles into a unified set of titles with fair and consistent expectations.

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In order to carry out these responsibilities, NIU's Human Resource Services works in conjunction with a variety of external agencies (e.g., Central Management Services, State Universities Civil Service System, State Universities Retirement System, Illinois Educational Labor Relations Board, and Illinois Labor Relations Board), and supports administrators on employee recognition, retention, disciplinary or other employee relations issues. The Sr. AVP works closely with the members of the senior leadership, the University Council, the Ombudsperson, and the Office of the General Counsel in a collaborative fashion and consistent with shared governance at NIU.

Organizational Chart: An organizational chart of the current HR structure is attached.

Position Requirements and Qualifications:

Education:

- Master's degree, and formal education in related field** see note from the Society of Human Resource Management

Knowledge:

- Demonstrated understanding of and ability to create and/or improve relevant HR structures, including hiring, performance management, retention, job classifications, salary administration, pay grades, professional development, and policy manuals.
- Demonstrated understanding of best practices in key HR process areas and the ability to systematically redesign core business processes including hiring, performance management, payroll, and benefits.
- Knowledge of the unique needs of and emerging trends in higher education in the area of Human Resources Management.
- Knowledge of federal and state regulatory requirements and compliance guidelines.
- Knowledge of HR Information Systems and the capabilities of modern technology to automate workflows, personalize data delivery, and simplify administrative practices in a secure manner.
- Awareness and proficiency in the principles of organizational change with both an ability to utilize those skills personally and a capacity to lead groups through significant change.
- Knowledge of best practices in recruitment and retention of diverse employees, affirmative action and equal employment opportunity policies, and dual career issues.
- Understanding of the unique needs of different employee classifications and their roles and responsibilities in a higher education environment.
- Proven track record of inspiring and managing a diverse professional staff in a multi-functioning unit with a strong commitment to customer service.

Experience Required:

- At least ten years of progressively responsible professional experience in leadership, operational and strategic human resource roles.
- Proven experience in developing, managing, and leading staff in a complex organizational environment.
- Exceptional oral and written communication skills, as well as proven experience in interacting with large and diverse groups.
- Excellent relationship-building skills and ability to work collaboratively as part of an effective administrative team to negotiate, reach goals, solve problems, and make decisions.
- Experience in implementing improved business processes while ensuring compliance with applicable state and federal statutes, regulations and policies.

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- Experience with collective bargaining processes, labor relations, and benefit plan administration including insurance and supplemental tax-deferred retirement programs.
- Demonstrated commitment to skilled management and well-trained managers as the most important components of sustainable institutional improvement.

Preferred:

- Prior Human Resources experience in a major public research university at a campus level.
- Knowledge of and experience with PeopleSoft Enterprise software.
- Experience working in public higher education and/or collaborating with state agencies on issues related to employment and labor relations.

Preference will be given to complete applications received by **March 15, 2015**, however, applications will be accepted until the position is filled. Flexible start date. In compliance with the Illinois Campus Security Act, before an offer of employment is made, the university will conduct a pre-employment background investigation, which includes a criminal background check.

Northern Illinois University is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, or status as a disabled or Vietnam-era veteran. The Constitution and Bylaws of Northern Illinois University afford equal treatment regardless of political views or affiliation, and sexual orientation. NIU recognizes Dual Career issues.

Approved by: _____ Date: _____
(Institutional Authority –Name/Title)

Approved by: _____ Date: _____
Lisa C. Freeman, Executive Vice President and Provost

****What Degrees Qualify as HR-Related?**

GRADUATE (or global equivalent[^]): HR-related degrees may include but are **not limited to** the following: MA in Human Resource Management, MS in Human Resources, MA or MS in Industrial and Organizational Psychology, MA in Management (MAM) with HR concentration, MBA with a concentration in Human Resource Management, Organizational Leadership or Leadership Development with HR concentration, Human Capital Development, Organizational Behavior, Labor Relations, or Industrial Relations.

BACHELOR'S (or global equivalent[^]): HR-related degrees may include but are **not limited to** the following: BA or BS in Human Resource Management, BA or BS in Management with a concentration in Human Resources, BA or BS in Business Administration with a concentration in HRM, Bachelor of Business Administration with emphasis in Human Resources,, Organizational Behavior, Industrial Relations, Organizational Development, Management and Leadership.