Colorado State University

Associate Vice President for Human Resource Services

Job Description

Colorado State University seeks applications and nominations for the position of Associate Vice President for Human Resource Services, a senior leadership position reporting to the Vice President for University Operations. The Associate Vice President is a key member of the campus leadership team that is committed to excellence and is dedicated to achieving the University’s mission to set the standard for public higher education in teaching, research, and service, and to making CSU a model employer that recruits, energizes and retains an exemplary workforce. The Associate Vice President must possess excellent interpersonal and communication skills and the ability to think creatively to meet the unique and dynamic needs of the campus, facilitate change, listen, and build strong relationships with academic and administrative leadership and other key stakeholders.

Founded in 1870, Colorado State University is a Carnegie research extensive land grant university committed to the ideal that educated and motivated people can make a difference in the world. Today, Colorado State University is setting the standard as a 21st century land grant university by supporting economic vitality, shaping people of skill and character, and targeting the great global challenges of our time through life changing research, teaching, and outreach. One of the leading public research universities in the United States, Colorado State had more than $300 million in research expenditures in fiscal year 2010, in addition to substantial non-funded scholarship and artistry. Colorado State University’s instructional programs cover the broad spectrum befitting a major research university, with a comprehensive array of baccalaureate, master’s, and doctoral programs, and has exclusive statewide authority for programs in agriculture, forestry, natural resources, veterinary medicine, and extension. Colorado State University is recognized as a national research leader in engineering, environmental science, biomedicine, and human health and nutrition. Total student enrollment has grown to more than 25,000 undergraduate and graduate students. Colorado State faculty collaborate with students in the classroom, laboratory, studio, and the field to help them reach their highest potential and deploy practical solutions to society’s greatest challenges. Colorado State expects its graduates to become active, responsible citizens who prosper in a competitive world.

The Associate Vice President is responsible for creating and implementing the strategic vision for Human Resource Services and for leading the daily operational management of the Department. The strategic vision should emphasize maximizing efficiencies, quality and operational effectiveness, as well as excellence in providing service to others. This Department incorporates the operational units comprising employment administration, training and development, employee assistance program, benefits, payroll, compensation and classification systems, state classified recruitment, and information systems and records management. Employment administration encompasses the development, maintenance and interpretation of employment policies, managing unemployment claims, representing CSU to external agencies involving HR matters, and providing support to administrators when disciplinary or employee relations issues arise. The Associate Vice President works closely with the Office of Equal Opportunity, the Ombudsperson, and the Office of General Counsel on areas of mutual concern and interest.

Candidate qualifications:

Required:

- A bachelor’s degree in a related field such as Human Resource Management, Labor Relations or similar field
- A minimum of ten years of progressively responsible experience in human resources, labor relations, equal opportunity administration in higher education, government and/or private industry
- Excellent interpersonal and communication skills
- Exceptional strategic leadership skills
• Excellent writing and analytical skills
• Demonstrated commitment to diversity

Preferred:

• A graduate degree in Human Resource Management, Labor Relations, Equal Opportunity Administration, or a similar area, or a law degree
• Professional HR certification(s)
• Experience with an institution of higher education in the area of Human Resources management
• Experience with federal and state regulatory compliance
• Experience working with university policies and procedures
• Experience with HRIS systems, preferably college systems, and the ability to research and implement new systems as appropriate
• Demonstrated success as a change agent and collaborative leader involved in developing strategies for Human Resources
• Experience with a variety of different employee classifications (i.e., “at will” employees, classified employees, tenured employees, etc.)
• Proven track record of inspiring and managing a diverse professional staff in a multi-functioning unit with a strong commitment to customer service

Application Procedures:
The AVP for HRS Search Committee will accept confidential applications and nominations until the position is filled. For full consideration, complete applications must be received by 5p.m. MST, Monday, September 13, 2010.

Applicants must electronically submit the following: a current resume; contact information for three (3) professional references; and a letter of interest that addresses the qualifications listed above and the candidate’s experience related to the job description. All inquiries, nominations, applications, and materials should be sent to Erika Borges at erika.borges@colostate.edu. All applications or expressions of interest will be handled confidentially until the individuals invited for interviews are announced.

References will not be contacted without the prior consent of the applicant. Salary commensurate with experience.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, veteran status, or disability. The University complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, section 402 of the Vietnam Era Veteran’s Readjustment Act of 1974, the Age Discrimination in Employment Act of 1967, as amended, Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity of employment and admission shall be extended to all persons and the university shall promote equal opportunity and treatment through a positive and continuing affirmative action program. The Office of Equal Opportunity is located in 101 Student Services. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, and motor vehicle history.