Title: Associate Vice Chancellor for Human Resources - UMD
Classification: Associate Vice Chancellor (9309)
Job ID: PM 220075
Employee Group: P&A
Term: Full Time, 12 Month
Type: Annual Renewable
College/Admin. Unit: DCFO, 10462 UMD Human Resources
Location: Duluth

Position Summary
The University of Minnesota Duluth (UMD) consistently ranks among the top Midwestern, regional universities in U.S. News and World Report’s “America’s Best Colleges” issue. Overlooking Lake Superior, UMD provides an alternative to both large research and small liberal arts environments and attracts students looking for a personalized learning experience on a medium-sized campus of a major university. A firm liberal arts foundation anchors a variety of traditional degree programs, as well as professional and graduate students that draw on UMD’s many research institutes and labs. Join an active UMD Leadership team as Associate Vice Chancellor for Human Resources, responsible for promoting the human resource vision of creating a diverse workplace of the future where people are engaged, connected, thriving, and achieving.

The Associate Vice Chancellor serves on the UMD Chancellor’s Leadership Council to support the advancement of the UMD campus mission and goals, coordinating efforts with the colleges and other campus operations through the development of strong communication and working relationships. Leading human resources strategy including the planning, development, coordination, and implementation of policy and practice at the UMD campus, in alignment with University-wide human resources policies and strategic initiatives. This individual will work closely with campus leadership and their respective functions to ensure common and consistent application of human resource initiatives, policies, and practices across all areas. Responsibilities include supporting campus leaders on strategic
organization design, coaching, employee relations, and fostering an inclusive environment where differences are appreciated and supported are key priorities.

The Associate Vice Chancellor for Human Resources reports to the UMD Vice Chancellor for Finance and Operations, and has an additional dotted reporting line to the University of Minnesota’s Vice President for Human Resources to ensure alignment with University-wide policies, programs, and strategic initiatives. This position works closely on employment issues with key University of Minnesota system offices including the Office of the General Counsel, the Office of Equal Opportunity and Affirmative Action, and the Office of Conflict Resolution.

The position oversees the UMD Department of Human Resources and leads a professional team in providing valued services, functional excellence, process improvement, organizational design and development, recruiting and resource planning, training, employee and labor relations, and strategic compensation. The Associate Vice Chancellor for Human Resources also provides leadership to decentralized campus staff that perform HR functions.

DUTIES/RESPONSIBILITIES

Strategic Campus Leadership and Planning – Vision

- Lead the development and implementation of short- and long-term HR strategies and goals with a forward thinking approach.
- Provides strategic and organizational consultation to campus executive leadership in addressing development of faculty and staff capacities that align with campus and University priorities.
- Participates in key leadership committees committed to addressing improvement of the campus climate.
- Serves on UM system human resources and policy-related groups and committees, to assist in addressing unique UMD or non-metro campus needs and constraints, and ensuring that UMD’s needs and perspectives are represented when University policies are created or updated.

Campus Human Resources

- Provides leadership and executive decision-making in all aspects of campus human resources administration, to ensure compliance with local, state, and federal regulations as well as University policies and procedures.
• Promotes equity and diversity in human resource practices, and guides the campus in maintaining a work environment free from discrimination.
• Works to further campus goals and objectives by maintaining outreach to supervisors, campus HR staff and employees, to collaboratively identify and resolve workplace issues before they escalate, and to create a welcoming environment where both employees and management see HR as a proactive and resourceful partner.
• Provides direction and leadership to decentralized staff performing HR duties across the campus, ensuring streamlined and consistent campus HR systems and processes.

Human Resources Departmental Operations
• Serve as an organizational steward by supporting the human resource team in delivering functional excellence, implementing strategic initiatives and developing talent.
• Provide leadership and direction of a ten-person human resources team. Daily strategic and operational duties are handled by HR staff, however the Associate Vice Chancellor remains the campus HR resource for the most complex or overarching HR issues.

QUALIFICATIONS

Required Qualifications
• Master’s degree
• At least 12 years of progressively responsible experience in human resources at a business or institution with multiple employee groups and/or bargaining units
• A minimum of six (6) years in direct management of human resources staff

Preferred Qualifications
• Advanced degree in HR, Public Administration or related field, or JD
• Experience working in Human Resources at a college or university, or at a similarly large/complex institution or organization
• Prior experience and familiarity in all key areas of human resources: organizational development; recruitment and staffing; compensation and classification; employment law; performance management; labor relations including contract negotiation, interpretation and grievances; workplace
investigations; policy development and interpretation; intercultural relations and implicit bias concepts

- Demonstrated commitment to supporting and promoting diversity and inclusion practices
- Demonstrated exceptional interpersonal, presentation, oral and written communication skills

The Successful Candidate
Beyond the required educational component and progressively responsible human resources experience, the successful candidate will also have ideally spent time at a senior management level. Experience in an institution of higher education or similarly complex organization is preferred, and human resources work at an organization with more than 1,000 employees and more than one employee group or bargaining unit, while not a requirement, will provide a more solid framework.

The successful candidate will be conversant with current human resources best practices and have an employment record that exhibits a prior commitment to diversity and inclusion. Strong communication and outreach skills and experience in partnering for problem solving is a plus. The ability to lead by influence and example, and to inspire trust and respect, are a must.

The UMD Department of Human Resources is committed to the mission, values, and goals of the University of Minnesota Duluth. We strive to incorporate campus goals into our daily services by eliminating barriers that may inhibit individuals and groups from attaining equal access to services such as employment, education, and programs. We envision our campus as a community free from prejudice, discrimination, hatred and ignorance, and one that is an intellectually and culturally vibrant place of learning and leadership where all individuals are valued, respected, and unobstructed in their pursuit of excellence in their work and scholarship.