



Vice President, Human Resources

Job order 601737

August 18, 2017

Department: Human Resources

FLSA Status: Exempt

Salary Grade: J

Reports To: President

Amount of Travel Required: Day and evening travel

Positions Supervised: Director-College Diversity and Inclusion, Director-Talent Management, Director-Benefits and Compensation, Assistant to Vice President

LOCATION: Green Bay

STANDARD HOURS: 40 hours per week. Monday - Friday 8 a.m. to 4:30 p.m. - Flexibility to work evenings and weekends as needed.

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY

As a member of the President's Executive Leadership Team, the Vice President of Human Resources fosters creativity and innovation as well as contributes broad institutional perspectives and participates in decision making, which supports the College's mission, vision, and goals while promoting an environment that is passionate about student access and success. The Vice President of Human Resources will facilitate a shared leadership culture through the development of functional teams and facilitate effective partnering internally and externally. The Vice President of Human Resources provides inspirational leadership ensuring that the College attracts, retains, develops, and allocates talent required to achieve the vision, mission, intended culture, and strategic directions necessary for student success at the College. NWTC believes all students will succeed.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Provide visionary and inspirational leadership to develop and grow strong internal and external collaborations providing customer service to fulfill the College's vision, mission and strategies necessary to ensure student success.
- Provide strong leadership in promoting the College as a local, state and national leader of state-of-the-art technical higher education and an employer of choice.

- Provides strategic and innovative leadership, advocacy and support for all areas of Human Resources including but not limited to: Diversity and Inclusion, Benefits and Compensation, and Talent Acquisition, Development, and Retention.
- Ensures the College fosters positive employee relations, builds and drives employee engagement, and champion's diversity and inclusion goals, strategies, and plans toward the College intended culture.
- Participate in the development of the College's strategic direction, annual budget, and policies as a member of the President's Executive Leadership Team.
- Lead Human Resources senior leadership team in identifying organizational needs, developing strategies for resolving and addressing needs, developing employee performance management process/training and support in all components of performance management.
- Assesses College talent resources, identifies gaps and recommends talent development programs to on-board to advance talent within the organization to support and promote student success.
- Ensures the College develops, recommends and administers a total compensation philosophy and plan, and recommends and directs changes to adhere to philosophy.
- Recommends, directs and proactively communicates implementation of Human Resources policies, practices, and initiatives. Ensures legal and regulatory compliance.
- Fosters continuous improvement in Human Resources by analyzing processes, monitoring effectiveness, and identifying actions to reduce complexity and/or enhance operational performance.
- Assure sound management of fiscal and physical resources allocated to the Human Resources division as well as develop long and short-range plans for employees that promote employee and student success.
- Champions a safe work environment, promotes reporting of safety issues and ensures appropriate follow-up.

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Consensus Building - Ability to bring about group solidarity to achieve a goal.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Risk Taker - Ability to take calculated risks or to stretch the limits of comfort zones.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which the long range goals can be achieved.
- Team Builder - Ability to convince a group of people to work toward a goal.

SKILLS & ABILITIES

Education: Master's Degree

Experience: Minimum of seven years of demonstrated strong, effective leadership in Human Resources or Talent Acquisition and Development

Computer Skills

Microsoft Office Suite

Other Requirements

Must hold a valid driver's license and be insurable under the District's standard insurance policy terms.

PHYSICAL DEMANDS

Physical Demands

Stand	O (Occasionally)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.