

JOB INFORMATION

Job Code	EB01
Job Description Title	Exec Dir, Human Resources & Research Talent Initiatives
Pay Grade	HR16
Range Minimum	\$125,380
33rd %	\$167,180
Range Midpoint	\$188,070
67th %	\$208,970
Range Maximum	\$250,770
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	2/25/2025 4:22:40 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Operations

JOB SUMMARY

Reporting to the Associate Vice President (AVP) of Human Resources, this dual role serves as both a strategic HR leader within the Research and Economic Development division and also as an expert resource for University Human Resources (UHR). The Executive Director provides guidance on HR programs that impact university-wide research initiatives and manages a diverse University Central HR team responsible for implementing HR policies, resolving employee relations issues, and fostering organizational alignment.

The Executive Director formulates partnerships across the HR function to deliver value-added service to management and employees reflecting the business objectives of the University. Provides consultation to campus management on human resources-related issues; directs the assessment and development needs of human resources professionals across campus; collaborates with central office and campus staff in the development of appropriate policies, procedures, and processes. Develops effective relationships with senior University and campus leadership to maintain an effective level of business literacy. Directs and oversees specialized consultation to employee discipline issues; and provides interpretation of related policies, procedures, and practices to University clients.

RESPONSIBILITIES

- Strategic HR Leadership for Research Division - Serves as an HR advisor to the Senior Vice President of Research, managing division-wide HR initiatives that support research competitiveness and faculty success. Collaborates with research stakeholders to implement efficient HR policies that align with the university's research mission, including workforce planning and development for research administration roles. Ensures HR policies are applied consistently across the research enterprise, managing compliance with federal, state and university regulations. Addresses compliance risks proactively, collaborating with liaisons to implement corrective actions and maintain awareness of regulatory obligations.
- Research Talent and Organizational Development - Collaborates with research senior leadership on workforce planning, organizational design, and talent development, particularly within the research talent pipeline. Leads initiatives that enhance research talent recruitment, onboarding, and retention, directly impacting the university's research mission.
- University-wide HR Expert Resource - Acts as an HR expert on university-level projects, workforce planning, and compliance initiatives, working closely with the AVP of Human Resources to align HR strategies with campus-wide goals. Offers guidance and training to various colleges and departments, ensuring consistent HR practices and policy adherence.
- HR Liaison Structure Oversight - Directs the HR Liaison network, ensuring alignment with UHR policies across designated university business units. Provides oversight through a subordinate director to facilitate HR

RESPONSIBILITIES

Liaison meetings, provide performance feedback, and collaborate with department liaisons to promote consistent and efficient solutions to HR challenges. Provides leadership to subordinate director to establish criteria to measure campus HR effectiveness and support professional development within the network.
<ul style="list-style-type: none"> Employee Relations and Compliance - Oversees university-wide Employee Relations services by providing direction to subordinate manager who conducts complex investigations involving highly sensitive matters including harassment, discrimination, retaliation, and other work-related matters to document findings, partner with other campus compliance offices, and make recommendations on appropriate actions such as employee discipline and compliance management for university policy and employment related labor laws. Serves as a primary resource for performance management and employee concerns, guiding departments in policy application and ensuring effective documentation and resolution of employee issues. Partners with other campus compliance departments to identify, build, foster and maintain effective compliance related programs and policies.
<ul style="list-style-type: none"> Supervisory Responsibilities - Supervises a multidisciplinary HR team to include professionals in Campus Relations, Employee Relations, and HR Business Partner/Generalist roles. Provides oversight of day-to-day activities, including prioritizing work assignments, conducting performance evaluations, and ensuring that team members receive adequate training and follow organizational policies. Makes recommendations on hiring, disciplinary actions, and terminations as needed, fostering a high-performance culture within the HR team to support university objectives.
<ul style="list-style-type: none"> Serves on various university committees as assigned and takes on additional responsibilities as directed by the AVP of Human Resources.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Human Resources, Management, Business Administration, Industrial/Organizational Psychology, or relevant field.	and	10 years of	Demonstrated human resources management experience, with at least 3 years directly supporting major research initiatives in higher education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated knowledge and experience with HR in complex higher education or research environments.	And
Strong analytical and data-driven decision-making abilities, with expertise in project management and organizational change.	And
Skilled in influencing and guiding leadership on HR best practices and initiatives that align with organizational goals.	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
SHRM-CP			Desired	Or
Professional in Human Resources (PHR)-HRCI			Desired	Or

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
Certified Benefits Professional (CPB)-World At Work			Desired

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:
Ability to see information in print and/or electronically.

Travel Requirements:
In-State; Domestic