



COLUMBUS STATE
UNIVERSITY

ANNOUNCES A NATIONAL SEARCH FOR THE

Director of Human Resources





Columbus State University is a comprehensive regional institution of the University System of Georgia and provides undergraduate and graduate programs to more than 8,450 students. The University invites applications and nominations for the leadership position of **Director of Human Resources**.

The Opportunity

Columbus State University (CSU) is located approximately 100 miles southwest of Atlanta in Columbus, Ga., one of the South's most cosmopolitan cities and a cultural center for the region. The University employs more than 1,201 full-time employees and has a personnel budget that exceeds \$80 million.

The Director of Human Resources offers an exceptional opportunity for a successful and experienced HR officer to serve in a leadership in a thriving, community supported institution. Reporting to the Vice President for Business and Finance, the Director serves as the Chief Human Resources Officer for the University.

CSU seeks a proficient and effective administrator who has the experience and knowledge to provide leadership and strategic vision in the planning, development, and administration of the comprehensive Human Resource operations of the University.

The HR Director works collaboratively

across the University to develop and improve human resource programs and services for the benefit of staff, faculty, and students. Assisting the Director is a staff of nine full-time employees: a Human Resources Administration and Benefits Manager, a Human Resources Coordinator, two Payroll Associates, a Human Resources Data Analyst, and four Human Resources Assistants.

The primary functions of the Department of Human Resources include:

- recruiting and staffing
- benefits and compensation management
- employee relations
- worker's compensation
- employment management
- HRIS (Human Resources Information System) software
- performance management
- records management

The responsibilities of the Director of

Human Resources include:

- Assuring the University remains in compliance with applicable federal and state laws, requirements of federal and state governing agencies, and University System of Georgia personnel policies and regulations.
- Assuring maximum efficiency in the institution's day-to-day operations by utilizing data from the USG Comprehensive Administrative Review (CAR) and following directives and guidance of the University System of Georgia.
- Developing comprehensive strategic recruiting and retention plans to maximize employee retention and productivity.
- Collaborating with the CSU Leadership Institute to create, implement, and continually update an employee growth and career ascension program for applicable positions in an effort to establish and document opportunities for career growth and position elevation available to employees who excel in their day-to-day duties.
- Managing and communicating the guidelines of the career path program in a manner that creates positive employee morale and maximizes employee retention and productivity.
- Providing consultation to University administrators regarding Human Resources issues.
- Maintaining a customer-focused and responsive work environment.
- Providing leadership for continuous improvement of policies, procedures, and processes for onboarding of new employees.
- Managing the compensation function, to include monitoring and scheduling pay actions, recommending, planning and implementing pay structures, and planning and administering wage/



salary administration policies.

- Administering the Human Resources OneUSG Connect information system by enforcing system security and integrity of data.
- Leading the employee relations function by investigating employee complaints, directing and managing employee disciplinary procedures, and resolving workplace disputes.
- Interacting with employees at all levels.
- Identifying, evaluating, and resolving human relations, employee morale, work performance, and organizational productivity concerns.
- Overseeing the administration

and effectiveness of the benefits function, to include worker's compensation, medical, dental, disability, paid leave, flexible spending, retirement, and other sponsored benefit programs.

- Overseeing recruitment and retention strategies to ensure compliance with appropriate federal, state laws and regulations, and Board of Regents policies.
- Overseeing the management and ongoing maintenance of employee records, ensuring compliance with the appropriate federal, state, and Board of Regents record keeping requirements.
- Developing and coordinating the performance management

program and ensuring all job descriptions are up-to-date and accurate.

- Providing leadership and direction for the Human Resources Office to include conducting performance reviews with departmental managers and ensuring the department is operating effectively and efficiently.
- Ensuring that every aspect of the Department of Human Resources incorporates the vision, values, and culture of the University
- Completing all other related duties as assigned.

Qualifications

Candidate must have a bachelor's degree, with a master's degree preferred, from an accredited college or university. A minimum of nine years of experience in Human Resources, which may include a combination of education and experience, and at least three years of supervisory experience in Human Resources are required.

Knowledge of PeopleSoft, Banner, and OneUSG Connect software programs is strongly preferred.

The successful candidate will possess:

- outstanding organizational skills and proficiency in utilizing software applications in a manner that

Quick Facts about CSU

- **Established:** 1958
- **Enrollment:** 8,450-plus students, including 1,654 graduate students
- **Degree Programs:** 81 undergraduate, 69 graduate
- **Faculty:** 336 (full-time), 272 (part-time)
- **Staff:** 865 (full-time), 492 (part-time)
- **Alumni:** More than 38,000
- **Economic Impact:** \$295 million (2017)
- **CSU Foundation Endowment:** \$64 million

Colleges and Schools

- College of the Arts
- Schwob School of Music
- D. Abbott Turner College of Business
- TSYS School of Computer Science
- College of Education and Health Professions
- School of Nursing
- College of Letters and Sciences
- The Graduate School
- Honors College



known for its quality, affordability, and unparalleled local support.

The University has a diverse student population. While serving students primarily from the Southeast, it also attracts international students, with 20 nations represented in the enrollment.

CSU provides a creative, personal, and relevant college experience, which values diversity and inclusion in all forms. The University aspires to have faculty and staff reflect the rich diversity of its student body and the Columbus region.

The University offers undergraduate and graduate degrees, including a doctorate in education. CSU also provides a variety of online offerings, including full-degree programs, and an extensive continuing education program.

U.S. News & World Report most recently ranked Columbus State No. 45 in its “Best Colleges” rankings among public regional universities in the South. *Affordable Colleges*

minimizes paper processes while maximizing efficiency in internal and external communications

- the ability to multi-task and see overlapping projects through to completion in a manner that properly delegates responsibilities and maximizes contributions of direct reports
- knowledge of Human Resources practices in a higher education environment
- knowledge of applicable HR legislation
- effective problem-solving, organizational, and time management skills
- excellent interpersonal and teamwork skills
- the ability to understand and participate in HR benchmarking efforts
- the ability to communicate effectively, both orally and in writing
- knowledge of or the ability to learn quickly the University System of Georgia software programs and Microsoft Office
- the ability to maintain the highest ethical standards and objectivity
- experience with being discrete and maintaining confidentiality
- the ability to be “hands-on” when needed

- a demonstrated knowledge of implementing human resources systems

A successful criminal background check will be required as a condition of employment.

Columbus State University

Columbus State University has been preparing men and women for their future life paths for the past 60 years. CSU is a flourishing institution that is

Columbus State University

Vision

Columbus State University strives to be a first choice institution for discerning students who seek challenging programs, engaged faculty, and a vibrant, globally connected campus culture.

Mission

We empower people to contribute to the advancement of our local and global communities through an emphasis on excellence in teaching and research, life-long learning, cultural enrichment, public-private partnerships, and service to others.

Priorities

- Attract a higher percentage of students with the motivation and preparation to complete a degree
- Employ more creative instructional methods to meet the needs of diverse students (nontraditional, traditional, first generation, international, honors, graduates)
- Increase student academic and social engagement and sense of belonging
- Sustain the University's growth by focusing resources in areas with strong potential based on emerging opportunities
- Improve faculty/staff retention, job satisfaction, and productivity
- Improve stewardship through leadership in sustainability programs, the efficient use of resources, and external partnerships



Online ranked the University among the “Best Online Colleges in Georgia” for providing the best opportunities and value for students seeking online training and educational programs. Three of the institution’s online programs - business, graduate education and bachelor’s in nursing - have been recognized as being among the best in the nation.

The University occupies two campuses. One is in suburban Columbus and houses programs in the sciences, business, and humanities. The other, called the RiverPark campus, is in the city’s historic downtown on the banks of the Chattahoochee River and includes some of the country’s most sophisticated teaching and fine and performing arts spaces.

The University also offers courses at Fort Benning, the U.S. Army’s Maneuver Center of Excellence headquarters.

Columbus State University has a nationally recognized track record of partnership and outreach through efforts such as the Cunningham Center for Leadership Development, Coca-Cola Space Science Center, Oxbow Meadows Environmental Learning Center, and its own residence – the Spencer House – in Oxford, England.

CSU is a Division II member of the

National Collegiate Athletic Association. The Cougars field 13 intercollegiate teams.

Additional information is available at www.columbusstate.edu.

Columbus, Georgia

Columbus is one of the South’s most cosmopolitan cities with endless dining, entertainment, and family adventures to explore. It also is home to world-class enterprises, such as Aflac, Synovus, W.C. Bradley Company, TSYS, and Fort Benning, the U.S. Army’s Maneuver Center of Excellence headquarters.

The Columbus region has more than 350,000 residents and is located within two hours of the capitals of Georgia and Alabama. The city is known for its cultural arts, largely due to the RiverPark campus. The extensive offerings of visual and performing arts programs and special performers at CSU attract thousands of visitors annually. The city also has the longest urban whitewater course in the world.

Application and Nomination Process

Confidential inquiries are welcomed, and **nominations** are invited.

1. To Apply - Application packet **must include**:

- a) Letter of Interest
- b) Current resume
- c) At least five references with full contact information, including e-mail addresses (References will not be contacted without applicant’s consent.)

2. **Submit application packet** to **CSU-HR@myersmcrac.com** by **February 1, 2019**, for best consideration. Applications will be accepted until the position is filled.

Submit nominations to **CSU-HR-Nominate@myersmcrac.com** with complete contact and e-mail information for the person being nominated.

Emily Parker Myers, CEO, and **Jennifer Barfield**, Senior Vice President, of **Myers McRae Executive Search and Consulting**, are assisting Columbus State University with this search.



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*Columbus State University is an affirmative action,
equal opportunity employer committed to diversity in hiring.*