

Executive Search for **Associate Vice President, Human Resources**



Leadership Opportunity in the Great City of Grand Forks, ND

#1 College Town in North Dakota – *Reviews.org*

Top 5 Best Small College Towns – *USA Today*

Top 20 of the Most Secure U.S. Cities – *Farmers Insurance*

Top 24 Most Exciting Small Cities in America – *Business Insider & Movoto Real Estate*

America's Best Hockey Town – *SmartAsset*

Associate Vice President, Human Resources Executive Search



The University of North Dakota, the state's flagship public research university, has launched a national search for the position of **Associate Vice President, Human Resources**. This senior administrator serves as the Chief Human Resources Officer for the University and reports to the Vice President for Finance and Operations/Chief Operating Officer. The Search Committee invites applications, nominations, and expressions of interest.



The Opportunity

The University of North Dakota (UND) is widely regarded as one of the top universities in the American Northern Plains region and was ranked one of the top 25 most innovative universities in the country by *U.S. News and World Report* in 2017. This Carnegie Doctoral Research Institution has an international reputation for research, notably in health sciences, nutrition, energy, environmental protection, aerospace, and engineering.

UND currently enrolls 13,847 students. The numbers reflect the success of the university: 93 percent of UND graduates are employed or continuing their education, and 85 percent of graduates serve in positions related to their UND education.

Employing nearly 2,500 faculty and staff, UND seeks a Human Resources administrator to lead its HR functions with expertise, innovation, and strategic vision. This position is an exceptional opportunity to lead the Human Relations division of a highly respected university.

The Position

The Associate Vice President, Human Resources (AVP, HR) will act as the steward of employee resources in service to UND's academic mission. The AVP, HR will lead a staff that delivers well-conceived and well-designed talent acquisition and talent development programs, workforce and management development, coaching, employee

relations and conflict resolution, equal opportunity/Title IX and diversity programs, retirement planning and counseling, total compensation and rewards, benefits, payroll services, employee records, and other related programs.

The AVP, HR interacts with executive and senior administrators, faculty, staff, students, and other individuals involved with the UND community. Beyond the campus, the administrator represents the University's HR function and activities to the state legislative bodies, governing boards, external community, and agencies.

The prime responsibilities of the AVP, HR are leading the university-wide HR

UNIVERSITY OF NORTH DAKOTA

Core Values

- **Community** - A spirit of collaboration and connectedness across the University and beyond
- **Discovery** - An enthusiasm for inquiry, creativity, and innovation
- **Diversity** - An understanding and appreciation of diverse people, experiences, and ideas
- **Inclusivity** - A welcoming, inclusive, and supportive environment for all
- **Liberal Arts** - An educational foundation essential for living an intellectually curious, personally fulfilling, and socially responsible life
- **Lifelong Learning** - A passion for learning, civic engagement, and community leadership

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UNIVERSITY OF NORTH DAKOTA Brief Overview

Schools and Colleges:

- John D. Odegard School of Aerospace Sciences
- College of Arts & Sciences
- College of Business & Public Administration
- College of Education & Human Development
- College of Engineering & Mines
- School of Graduate Studies
- School of Law
- School of Medicine & Health Sciences
- College of Nursing & Professional Disciplines

Academic Programs: 225+

Degrees:

- Bachelor's
- Master's
- Doctoral
- Law (J.D.)
- Medicine (M.D.)

Enrollment: 13,847 students

- Full-time - 9,935
- Part-time - 3,913

Employees: 2,488

- Faculty - 782
- Staff - 1,706

function, including developing an HR strategy for operations, implementation of programs, and synchronization of HR processes, systems, policies, and procedures pertaining to all HR activities. The position also coordinates HR-related functions with Academic Affairs and other administrative and operations areas of UND.

Additionally, the AVP, HR will be responsible for designing plans that facilitate UND's evolution into an organization that drives superior value, best in leadership, efficiency, customer service, and organizational capability.

Other Duties and Responsibilities:

- Plans and directs operations, programs, and policies for all Human Resources functions.
- Provides the impetus for the planning of future employee-, staff-, and faculty-related programs; develops and operates a plan of continuous performance evaluation of programs and employee effectiveness within UND based on benchmarking and competitive positioning and well-conceived HR metrics.
- Works collaboratively to build and manage relationships across the University and cultivate a strong working relationship with the President and his senior team in order to serve as a key advisor, contributing to the effectiveness of the University's senior leadership.

- Reviews staffing needs in collaboration with University leadership; determines the existence of, and compliance with, adequate standards of employment; reviews the quality of employment counseling and guidance to faculty, staff, and students.
- Advocates and encourages diversity among the faculty and staff, and oversees development and promotes training focusing on diversity and inclusion in the workplace.
- Prepares and coordinates with the Vice President for Finance and Operations/COO presentations to the President, the annual budget for Human Resources, including total rewards and compensation and benefits proposals and processes.
- Encourages and supports an atmosphere conducive to high faculty and staff morale; provides fair and objective reviews of all questions of concern to the faculty and staff, and evaluates the results of such endeavors.
- Directs the development and implementation of a total compensation and rewards philosophy and programs designed to attract and retain the highest quality faculty and staff to the University and recommends the most effective use of available resources to meet these goals.
- Chairs and/or participates in University Committees, negotiates annual work

plans, priorities, and formal action recommendations with members elected or appointed to these committees.

- Oversees and is the accountable officer for all areas of Human Resources risk management and University compliance with federal, state, and local laws related to employment and employment activity and compliance with North Dakota University System (NDUS) and UND policies.
- Oversees the development and execution of a comprehensive proactive and positive employee relations communication plan in all areas.
- Leads in the formulation of policy in such matters as strategic planning for all human resources functions including compensation, training and development, benefits, payroll, human resources technology, employee relations, retirement planning, and related issues.
- Accepts other responsibilities as assigned by the President or Vice President for Finance and Operations/COO

Qualifications

A bachelor's degree is required; a master's degree in Human Resources, Business Administration, Organizational Leadership/Development, or other directly related field is preferred.

Candidate must have at least 10 years

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of senior leadership experience in the Human Resources field and a minimum of five years working directly in Human Resources in the higher education field.

Other qualifications include:

- SPHR or SHRM-SCP Certification
- Extensive and progressively responsible leadership and management experience in all areas of Human Resources and payroll
- Experience with aligning vision, strategy, resources, business processes, and incentives to achieve specific organizational objectives
- A record of accomplishment of using data to inform decision-making
- Demonstrated success in streamlining HR processes while maintaining standards of compliance and accountability
- Strong technical knowledge of Human Resources functions and technology
- Leadership ability to successfully develop and implement short- and long-term objectives and the budget to achieve the goals while optimizing resources to support and reward faculty and staff performance excellence
- An accomplished record of leadership in developing and promoting a genuine service ethic and effective use of technology in delivery of human resources and payroll services
- Demonstrated success utilizing technology to deliver dynamic

and responsive Human Resources services and support to the University leadership and faculty and staff populations

- Experience working as a member of an executive leadership team in an enterprise whose size, complexity, and decentralization provide appropriate preparation for UND and NDUS

Required Competencies:

- Interpersonal communication and leadership skills for working effectively with others in administrative leadership positions as well as faculty and staff leadership
- Ability to be recognized as a trusted colleague by leadership, faculty, and staff and to model for the HR organization a client service-leader style that balances domain expertise, a data-driven decision-making practice, and collaboration
- Proven quantitative ability to plan benchmarking activity and Human Resources metrics, and a strong foundation and expertise in financial management
- Eagerness in embracing challenges related to transitioning Human Resources from a transaction-oriented service to a significant strategic partner within the University's executive leadership and demonstrable success in implementing similar changes
- A demonstrated commitment and record of promoting diversity,

including ethnic and gender diversity, in the faculty and the staff

- A strong track record of initiative and action; superb interpersonal communication, and relationship skills; political savvy, and an ability to work well in a complex organizational environment
- Demonstrated integrity and values that align with the mission of UND

University of North Dakota

Founded in 1883, six years before the state itself was established, UND has educated many of North Dakota's doctors, entrepreneurs, engineers, lawyers, nurses, teachers, business leaders, and innovators.

Mark R. Kennedy became UND's 12th president in 2016. The former Minnesota U.S. Representative brought exceptional leadership experience in higher education, public service, and business to the executive office. He has led the strategic plan to strengthen the University and solidify its position as the state's chief opportunity engine and region's premier flagship university.

Increasingly regarded as one of the top academic and research institutions in the nation, UND is characterized by a solid foundation in the liberal arts, a manageable size, high-quality students and faculty, and a comprehensive curriculum. The University also has a widely recognized program of graduate education and research, law and



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medical schools praised for quality and innovation, rich cultural resources, and an outstanding record of alumni support.

Among its many accolades is its leadership in innovation. The University has grown into a national leader for Unmanned Aircraft Systems (UAS) research, education, and training and is designated as an FAA UAS Test Site for the integration of UASs into the national airspace. Since 2005, UND has collaborated with the state, other institutions of higher education, and private industry to develop commercial UAS technologies for precision agriculture, wildlife management, and emergency response, such as train derailments.

UND also is recognized for its research and development in the areas of Rural Health and Petroleum Engineering. Several national research institutions are on the campus including the Energy and Environmental Research Center, the School of Medicine and Health Sciences, and the USDA Human Nutrition Research Center.

UND's 521-acre campus is regarded as one of the most beautiful in the region. Over the past two decades, construction and renovation projects have dotted the campus landscape. Projects have included a Wellness Center, a parking garage, an apartment-style housing complex, a new LEED Platinum-certified alumni center, a renovated and expanded College of Education and Human Development, an expanded Energy and Environmental Research Center, renovation and addition to the School of Law, and a Medicine and Health Services building.

UND's 17 athletic teams compete in the NCAA's Division I. Most teams compete as members of the Big Sky Conference, with the exceptions of men's hockey (National Collegiate Hockey Conference), and swimming (Western Athletic Conference). The men's ice hockey team has a long history as one of the top in the nation, having won eight national championships.

For additional information, visit the University's website at www.UND.edu.



Grand Forks, North Dakota

UND is located in the city of Grand Forks on the eastern edge of the state, near the Minnesota border. The third largest city in the state, Grand Forks has 55,000 residents, with the MSA population totaling more than 102,000. This vibrant college town is known for its tight-knit community; excellent public and private educational systems; quality, affordable housing; and high quality of life. The average commute time in the city is only 12.4 minutes.

With a consistently low unemployment rate (<3%), Grand Forks is a hub for engineering, aerospace, energy, agriculture, and healthcare. Home to the Grand Forks Air Force Base, the city is a strong, supportive military community.

Offering four distinct seasons, the area provides a variety of outdoor adventures, parks, and arts and culture, along with great shopping and dining opportunities. The Red River that flows through the city is the site of many recreational activities, from paddleboarding to fishing.

Application and Nomination Process

Confidential inquiries are welcomed.

- 1. To Apply** - Applications must include:
 - A letter of interest
 - Current resume
 - At least five references with full contact and e-mail information (References will not be contacted without consent from applicant.)
- 2. Submit applications** to UND-HR@myersmcrac.com by **February 27, 2019, for best consideration**. The search remains open until the position is filled.

Submit nominations to UND-HR-Nominate@myersmcrac.com with individual's full contact and e-mail information.

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting the University of North Dakota with this search.



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UND is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. Applicants will be invited to provide information regarding their gender, race and/or ethnicity, veteran's status, and disability status during the application process. This information will remain confidential and separate from your application.