



**FORT VALLEY  
STATE UNIVERSITY**  
EMPOWER *the* POSSIBLE.

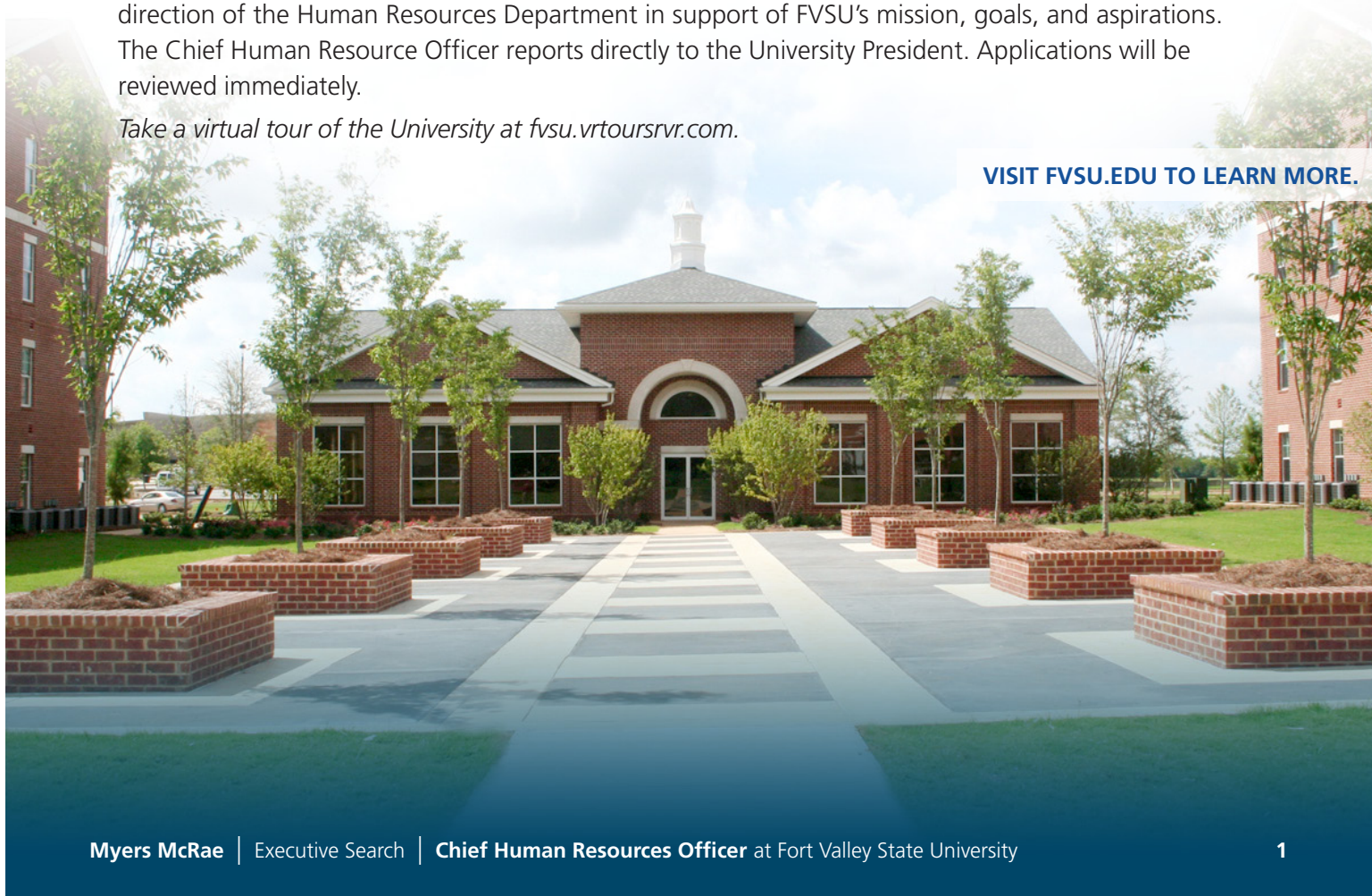
*Inviting Applications and Nominations*

# Chief Human Resources Officer

Named as one of the Best Historically Black Colleges and Universities for 2021 by College Consensus, Fort Valley State University seeks a strategic leader to serve as **CHIEF HUMAN RESOURCES OFFICER**. The Chief Human Resource Officer plays a leadership role in the University by overseeing the strategic direction of the Human Resources Department in support of FVSU's mission, goals, and aspirations. The Chief Human Resource Officer reports directly to the University President. Applications will be reviewed immediately.

*Take a virtual tour of the University at [fvsu.vrtoursrvr.com](https://fvsu.vrtoursrvr.com).*

**VISIT [FVSU.EDU](https://fvsu.edu) TO LEARN MORE.**







## ABOUT THE UNIVERSITY

Located in Central Georgia, FVSU is a comprehensive institution offering 37 undergraduate and graduate degree programs. One of the University System of Georgia's three public historically black universities, FVSU is the state's only 1890 Land Grant Institution.

FVSU combines the personal attention and family feel of a small, private college with the resources and research found at large public universities. The University's 1,365-acre main campus in Fort Valley has the second largest acreage of any Georgia university.

FVSU advances its mission and educational goals through three academic colleges: Agriculture, Family Sciences, and Technology; Arts and Sciences; and Education and Professional Studies. In fall 2020, the University enrolled 2,542 undergraduate and 285 graduate students.

Of the 92 faculty members, 74 percent hold doctorates. The close-knit campus community encourages personal and academic growth and establishing lifelong ties that extend beyond graduation.

FVSU has been recognized four consecutive years as the top public historically black college in Georgia. This #1 ranking includes *US News and World Report*, 2019 and 2020 *Best Colleges* rankings, and the *Washington Monthly*, 2019. In 2018, *Diverse Issues in Higher Education* listed FVSU as a top 10 producer of African Americans with bachelor's degrees in mathematics, engineering technology, family and consumer sciences, computer and information systems, psychology, and history in the state of Georgia.

The National Science Foundation provides more funding for science, technology, engineering, and math research at FVSU than at any other public teaching college in Georgia, putting it in the top 10 for NSF-funded STEM research among all colleges in the state.

Fort Valley State University has produced graduates who have literally changed the world, serving as pioneers and trailblazers in civil rights, education, law and government, human rights, and public policy.



## OUR MISSION

Fort Valley State University, founded in 1895, is an HBCU and 1890 Land-Grant institution providing excellent academic programs that integrate quality instruction, research, extension, and student learning experiences responsive to the needs of a culturally and economically diverse student population equipped to excel in the 21st-century global community.

## THE OPPORTUNITY

The Chief Human Resources Officer (CHRO) oversees the Human Resources Department and ensures that the Department's programs and initiatives align with the overall strategic plan and objectives of the University. The CHRO provides leadership and direction for HR policy, employee relations, recruitment, system development, and benefits.

The mission of the Office of Human Resources is to provide benefits, services, and continuing opportunities for training and development that helps to attract, motivate, and retain a highly talented, committed diverse workforce.

The Office of Human Resources promotes an environment that values and recognizes productivity and achievement and respects the worth and dignity of all individuals. The Office serves as a support partner in the teaching, research, and public service missions of the University.

## DUTIES & RESPONSIBILITIES

- Organizes and directs the University in processes and procedures related to recruitment, employment, benefits management, salary administration, performance review, training and development, and employee relations.
- Counsels employees and supervisors regarding disciplinary issues, employee grievances, and performance management by providing information on policies, recommending a plan of action, and facilitating resolution to employee conflict.

- Ensures consistency in the application of personnel policies and regulations by advising supervisors on applicable policies and regulations.
- Develops and implements policies, practices, and procedures in alignment with state and federal employment laws, University System of Georgia policies and procedures, and University rules and regulations.
- Serves as the University's representative at system-wide meetings, including participation in regional conferences.
- Oversees and manages the department budget.
- Ensures the accuracy and accountability of personnel information, supervises the maintenance of personnel files, and verifies personnel actions.
- Performs related duties as assigned.

## REQUIRED QUALIFICATIONS

- Comprehensive knowledge of human resource management principles
- Knowledge of state and federal HR statutes and laws related to employment and benefits, including anti-discrimination laws and the Fair Labor Standards Act, with Board of Regents policies *desired*
- Demonstrates ability to supervise staff, interact with executive administrators, faculty, staff, and the public
- Working knowledge of budget management principles
- Demonstrates project management, problem-solving, and people management skills



- Exceptional interpersonal skills and the ability to develop solutions to complex human resources issues
- Excellent oral and written communication skills
- Working knowledge of computer and job-related software programs (i.e., PeopleSoft, Microsoft Office Suite)

## MINIMUM QUALIFICATIONS

- Bachelor's degree
- At least 7 years of experience as a manager or above in increasingly responsible areas of human resources management, employee-management relations, or related experience, preferably in a college or university setting
- Minimum of 3 years of supervisory experience

## PREFERRED QUALIFICATIONS

- Master's degree in a course of study related to the occupational field
- HRCI (SPHR/PHR) and/or SHRM (SCP/CP) certification *strongly preferred*



### Dr. Paul A. Jones President

Paul A. Jones is the 10th president of Fort Valley State University. Recognized for being a visionary leader and strategic thinker with nearly 35 years of higher education experience, President Paul Jones was appointed to take Fort Valley State's helm in 2015.

Dr. Jones, an astute and affable administrator, is committed to the transformative power of higher education. He has spent the last several years advancing FVSU's standing as one of the nation's most

respected institutions of higher learning, including its consistent ranking as the top public historically black college and university (HBCU) in Georgia by *U.S. News and World Report*.

Before joining FVSU, President Jones served as Interim President at Darton State College (2013-2015) in Albany, Georgia. Throughout his higher education career, he served in numerous senior leadership roles at Georgia College & State University (2002-2013), including Senior Vice President for Finance and Administration, Vice President and Chief of Staff, and Vice President for Institutional Research and Enrollment Management.

In 2019, President Jones established a university-wide steering committee to begin an inclusive and collaborative comprehensive strategic planning process to chart the University's next five years. This 2020-2025 plan, *Unleashing 21st Century Innovation, Transformation and Excellence*, is currently in the implementation phase and will focus on four priorities: Exceptional Student Experience, Operational Excellence, Organizational Identity, and Engagement and Collaboration.

President Jones earned his Bachelor's and Master's degrees at Utah State University. The Los Angeles, California native also holds a Doctor of Philosophy degree in Education and Human Resource studies from Colorado State University.



## Metropolitan Central Georgia

Fort Valley State University is in the Central Georgia metropolitan area, which encompasses the state's fourth largest city, Macon, as well as several growing cities and progressive small towns. Other features of the area include Robins Air Force Base, one of the state's largest employers; the #11 rated public school in Georgia, the Academy of Classical Education, and the nationally recognized Houston County School System; and outstanding healthcare along with the second largest hospital in Georgia.

Central Georgia offers endless activity opportunities for families and individuals alike. A wide range of fine and casual dining, live music venues, festivals, water parks, golf courses, museums, historical sites, farmer's markets, touring Broadway shows, kayaking, indoor rock climbing, and more provide an appealing quality of life.

The City of Fort Valley has been honored as one of 10 Georgia "Cities of Excellence," and it is considered one of the state's "best managed and most livable cities." It offers tree-lined streets and beautiful historic homes and boasts a cost of living below the state and national average.

Beyond the Metro Central Georgia area, Atlanta, one of the nation's largest cities, and Hartsfield-Jackson Atlanta International Airport are easily accessible by I-75. If looking for time at the beach or enjoying the cool mountain air, the Georgia coastline or Blue Ridge Mountains are only a three-hour drive away.



## APPLICATION & NOMINATION PROCESS

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

### Applications

- 1) Application packet must include:
  - a) A letter of interest that addresses the responsibilities and qualifications of the position
  - b) Current resume
  - c) At least four references with full contact information including e-mails (*References will not be contacted without consent from applicant.*)

- 2) Submit application packet (preferably as PDFs) to:

**FVSU-CHRO@myersmcrae.com**

*Additional information will be requested upon receipt of application.*

Review of applications begins immediately, and applications will be accepted until the position is filled.

### Nominations

Submit nominations to:

**FVSU-CHRO-nominate@myersmcrae.com**

with complete contact and e-mail information for the individual being nominated.

**Jennifer Barfield**, Senior Vice President of **Myers McRae Executive Search and Consulting**, will be assisting Fort Valley State University with this search.



*Fort Valley State University is an affirmative action, equal opportunity institution and does not discriminate against applicants, students, or employees on the basis of race, gender, ethnicity, national origin, sexual orientation, religion, age, disability, or marital or veteran status.*