

Adler School of Professional Psychology Chicago, Illinois

Position Specifications

Associate Vice President of Human Resources May 2014

Prepared by:
Summit Search Solutions, Inc.



ADLER SCHOOL of Professional Psychology

www.adler.edu

THE OPPORTUNITY

About the Institution:

Founded in 1952, the Adler School of Professional Psychology is the oldest independent school of psychology in North America. Today, the Adler School offers 11 graduate-level programs enrolling more than 1,200 students at campuses in Chicago, Illinois, and Vancouver, British Columbia. Based upon its Adlerian roots and as part of its commitment to continue the work of the first community psychologist, Alfred Adler, a particular commitment of the School is training psychologists to work with marginalized and underserved populations and who are committed to social justice. The Adler School is a fast growing and exciting institution. It is a wonderful place to be a student and an employee. For more detail see www.adler.edu.

Location: 17 North Dearborn Street, Chicago, IL 60602

THE POSITION

The Associate Vice President of Human Resources (AVP HR) will be responsible for managing all aspects of the day-to-day operations of the Human Resource office. The Associate Vice President of HR will report to the Vice President of Finance and Technology and will act as a pro-active consultant to the School in the areas of compensation & benefits, recruitment and retention, employee relations, organizational development, performance management, and administration. The Associate Vice President will serve as a resource to all employees, faculty, and management and will ensure that the HR function is being utilized to its fullest potential. He/she supervises a team consisting of one HR Manager and one Benefits Administrator.

Responsibilities:

- Manages the planning, organization and implementation of all human resources, compensation, and benefits policies and procedures for the School.
- Serves as an expert on all benefits programs, completely owns the administration of School's benefit programs (medical, dental, vision, life, FSA, retirement, transit).
- Management of employee relations, employee retention, discipline, corrective action plans, and all related matters. Provides employee relations and policy interpretation counseling and conducts and provides proper investigation, conflict resolution and documentation of employee relations issues.
- Manages the performance management process- including coaching and directing management and tracking performance management documentation.
- Assists and counsels managers in recruiting and candidate interview selection including development of job responsibilities and qualifications, placing ads, liaising with recruitment agencies, initial interviews and delivery of offers.
- Oversees and conducts new hire orientations, exit interviews and benefits and HR training.
- Ensure compliance with government and legal requirements in all matters related to HR.
- Conducts annual employee surveys and other miscellaneous reports and serves on various committees.
- Oversees unemployment and workers compensation administration.

Qualifications:

- Bachelor's degree or higher; preferably in human resources or related field. Master's degree preferred. SPHR or PHR preferred.
- 10 or more years' experience in HR (preferably in a higher education institution).
- Expert knowledge of HR principles and practices as well as strong knowledge of federal, state and local laws.
- Demonstrated results ~ ability to take HR to the next level.
- Strong interpersonal and relationship building skills required. Must be able to interact at all levels in the organization, must be able to handle difficult challenges, exercise sound judgment and provide appropriate advice and counsel to both employees and managers.
- High competency level in MS Office –Word, Excel, PowerPoint and Outlook.
- Experience with HRIS systems.
- Strong oral and written communication skills.
- Strong analytical and organization skills.
- Ability to work in fast paced environment and work both independently and on teams on multiple projects.
- Ability to model the School's values of social interest, pluralism, courage, excellence, and pragmatism. Demonstrate respect for the individual. Honor diversity and difference. Exhibit compassion, optimism, collaboration, and intellectual rigor.

Compensation: An attractive compensation package will be commensurate with experience.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled.

Click the following to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=3844912&portalID=5652>

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It is the policy of Adler School of Professional Psychology that all persons are entitled to Equal Employment Opportunity (EEO) protection. The School does not discriminate against any individual for employment because of age, religion, race, color, gender, gender identity, sexual orientation, national origin, ancestry, marital status, physical or mental disability, military status (including unfavorable discharge from the military), or any other category protected by federal, state, or local law.



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Chicago, Illinois

Few cities in the world can match the character and culture of Chicago. Visitors and residents alike find world-class dining, museums, entertainment, and striking architecture in the largest and most visited city in the Midwest.

Chicago is the third most populous city in the United States with approximately 2.7 million residents. The city is traversed by the Chicago and Calumet rivers, and with many parks and green spaces the city offers stunning natural beauty along with an urban landscape. Lake Michigan offers a wonderful escape, and Chicagoans can stroll the shoreline, play volleyball, bike, or jog along the lakefront. The Chicago Park District consists of 552 parks with over 7,300 acres of municipal parkland. There are 33 sand beaches, two world-class conservatories, sixteen historic lagoons, and ten bird and wildlife gardens.



As a multicultural city that thrives on the harmony and diversity of its neighborhoods, Chicago today embodies the values of America's heartland – integrity, hard work, and community – and reflects the ideals in the social fabric of its 77 distinct neighborhoods. Some favorite ethnic communities to explore in Chicago include Greektown, Chinatown, Ukrainian Village, and Little Italy.

Chicago is recognized across the United States as a very passionate sports town with professional teams such as the Chicago Bears, Blackhawks, Bulls, Fire, Cubs, and White Sox.

The dining choices in Chicago area are as diverse as the people, and everything from ethnic food to contemporary and innovative dining can be found. The city is home to 23 Michelin-starred restaurants, with one three-star restaurant, Alinea. *Savour* magazine even dubbed Chicago “America’s new culinary star.”

Chicago has long been known for theatre, from big productions at landmark venues in Chicago’s downtown Theatre District to experimental works at small storefront theaters in outlying neighborhoods. In addition, Chicago's theatre community spawned modern improvisational theatre. When it comes to music, there are live performances of every kind every night of the week, although jazz and blues have a special place in the city’s cultural history.

Chicago is a travel hub, which means it’s easy to get to and from anywhere in the country or the world. Chicago is served by Midway International Airport on the south side and O’Hare International Airport, the world's third busiest airport, on the far northwest side. Once one is in Chicago, there are many convenient options for getting around, from bike paths and L trains to buses and cabs.

For additional information on Chicago, please visit:

<http://www.cityofchicago.org/city/en.html>
<http://www.explorechicago.org/city/en.html>