

Boise State University
Boise, Idaho

Position Specifications

Associate Vice President of Human Resources

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Prepared by:
Summit Search Solutions, Inc.



BOISE STATE UNIVERSITY

WWW.BOISESTATE.EDU

THE OPPORTUNITY

About the Institution:

Founded in 1932, Boise State is Idaho's metropolitan research university, located on a 175 acre main campus and situation less than a mile from Boise's downtown capital city. In its 82nd year, Boise State is truly coming of age in higher education. Award-winning faculty, students, alumni and staff have put Boise State on the map with breakthrough research and records of achievement.

- Ranked among the nations and West's "top up-and-coming schools" in U.S. News and World Report's "America's Best Colleges" issue.
- Recognized by the Carnegie Foundation for the Advancement of Teaching with its Community Engagement Classification.
- Idaho's first Executive MBA program, accredited by AACSB International, the gold standard for accreditation.
- Students and alumni include two Rhodes Scholars, a Truman Scholar, a Mitchell Scholar, four Goldwater Scholars, a USA Today Academic All-American, several NCAA Academic All-Americans and NCAA post-graduate scholars, and many Fulbright scholars and professors.
- Home to Boise State Distinguished Educator in Residence and former NASA astronaut Barbara Morgan, who is providing vision and leadership to the State of Idaho on science, technology, engineering and math education.

With more than 22,000 students, the university offers studies in nearly 200 fields of interest. Undergraduate, graduate, doctoral and technical programs are available in seven colleges: Arts and Sciences, Business and Economics, Education, Engineering, Graduate Studies, Health Sciences, and Social Sciences and Public Affairs. Through partnership opportunities and relationships close to home, Boise State is dedicated to research, innovation and student experiences that drive economic development and contribute to a vibrant and healthy community. For more detail see www.boisestate.edu.

Location: Boise, Idaho

THE POSITION

The **Associate Vice President for Human Resources** (AVP HR) is a senior administrative position reporting to the Vice President for Finance and Administration and serves as a strategic advisor to this Vice President and other university leadership on all human resources issues. The AVP HR is a key member of the campus leadership team committed to accomplishing the university's mission and dedicated to promoting a high performance culture that recruits, energizes and retains an exemplary faculty, staff and student workforce.

The Associate Vice President for Human Resources serves as an internal consultant and collaborative business partner, and has the ability to think creatively to meet the needs of the campus, facilitate change, listen, and build strong relationships with academic and administrative

leadership and other key stakeholders. This leader will also have experience transforming a Human Resources function for an evolving organization on a fast trajectory.

The Associate Vice President for Human Resources will develop and implement the strategic vision for Human Resources and lead the daily operational management of a department committed to excellent and responsive customer service and operational effectiveness. Functional responsibilities include employee recruitment, compensation and classification, benefits administration, learning and development, performance management, employee relations, affirmative action and equal employment opportunity.

Responsibilities:

- Works collaboratively with all University units and provides advice, counsel and training to senior management, administrators, supervisors and employees on human resource and compliance issues.
- Pro-actively assesses policy and engages leadership and key stakeholders to develop policies to minimize risk. Implements and communicates effective policies, programs and efficient processes for the benefit of the campus community.
- Oversees and develops talent management, including faculty and staff recruitment, onboarding, and training and professional development; compensation, benefits and wellness; retention and performance management; coordination with HR and budget systems and payroll operations; compliance with federal and state laws and regulations; and Idaho State Board of Education (SBOE) policies and reporting requirements.
- Develops and mentors a high performing staff through professional development, mentoring, performance management and feedback.
- Fosters positive and productive working relationships beyond the University with SBOE staff, other higher education professionals, state agencies, and regulatory agencies. Serves on local and system-wide committees and task forces.
- Utilizes surveys, data and key performance metrics to assess performance and provide benchmarks to set and improve operational goals.

Required knowledge, skills, and abilities:

- A Bachelor's degree from an accredited institution of higher education required. A Master's degree in human resources management, business administration, public administration, or related field preferred.
- Eight or more years of experience in human resources management, with at least five years of experience in a senior management position in higher education required.
- SPHR or other professional HR certifications preferred.
- Expertise in HR principles, federal and state employment laws and employee relations.
- Strong interpersonal and relationship building skills. Ability to handle difficult challenges, exercise sound judgment and provide appropriate advice and counsel to both employees and managers.
- Strong analytical and organization skills.

- Ability to model the University's Shared Values and Code of Conduct. Demonstrate respect for the individual. Honor diversity and difference. Exhibit compassion, optimism, collaboration, and intellectual rigor.
- A demonstrated record of success in creating a collaborative environment that values operational effectiveness, superior customer service and cultural alignment with institutional strategies and aspirations. Ability to take an HR organization to the next level.
- Knowledge of and commitment to human resources best practices in organizational leadership and human resources, an active leader in developing programs to foster a diverse and inclusive community, effective presentation skills and an appreciation for and support of shared governance.
- Ability to work in a fast paced environment and work both independently and on teams on multiple projects.
- Knowledge of change management and proven ability to implement change in a complex organization.
- Experience managing a University HR operation that includes aligning externally imposed structures with a complex workforce with a diversity of business needs preferred.
- Knowledge of complexities associated with faculty and staff issues at a research university preferred.

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=4283654&portallID=5652>

For nominations or further information:

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Boise State University is strongly committed to achieving excellence through cultural diversity. The University actively encourages applications and nominations of women, persons of color, and members of other underrepresented groups. EEO/AA Institution, Veterans preference.



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BOISE, IDAHO



Listed by Kiplinger in the top 10 places to live within the United States

Boise City enjoys a high quality of life, low cost of living, and diversified economy with companies specializing in microchip technology, solar products, aircraft services, rail engines, agribusiness, and regional medical centers.

Evidence of Boise's unmatched quality of life is readily apparent across the campus. Fly-fishing enthusiasts can hook a trout in the shadow of the Albertson's Stadium. A walk or ride down the Greenbelt path, most of it paved, runs along 23 scenic miles of the Boise River and takes you past



swimming holes, a whitewater park, and the ballpark where future Chicago Cubs take their first professional swings as Boise Hawks. Turn in another direction to join hundreds of floaters and tubers on hot summer days, cyclists, stand-up paddle-boarders and rock climbers who take to the cliffs above the Boise River. For food lovers, Boise hosts two farmer's markets downtown and a growing menu of local and national restaurant options from food trucks and steak houses to unique international cuisine.

Boise State alumni, students, faculty and staff are driving forces behind Boise's reputation as one of America's most creative cities. In addition to a visual arts scene anchored by the Boise Art Museum, it is home to the Idaho Shakespeare Festival, the Boise Contemporary Theatre and the Boise Philharmonic. The relationship between the arts community and campus will take another leap forward with the completion of a new Fine Arts Building along Boise State's main entrance and adjoining the city's cultural district.



Boise, Idaho, is a city dedicated to sustaining the harmony between nature and culture. Nicknamed the "City of Trees," Boise is the state's largest and the capital city.

For additional information on Boise, please visit:

Boise Chamber of Commerce, <http://www.boisechamber.org/>

City of Boise Idaho, <http://www.cityofboise.org/>

Boise Active (Visitor's Bureau), <http://www.boise.org/visitors/>