

Portland State University
Portland, Oregon

Position Specifications

Director of Academic Employee and Labor Relations
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Prepared by:
Summit Search Solutions, Inc.



Portland State
UNIVERSITY

www.pdx.edu

THE ORGANIZATION

About Portland State University:

Portland State University (PSU) is an urban research university and Oregon's largest - located in the heart of the vibrant city of Portland. PSU educates over 28,000 students and offers programs for Bachelor's, Master's, and Doctoral degrees.

PSU is an internationally recognized urban university known for excellence in student learning, innovative research, and community engagement. PSU contributes to the economic vitality, environmental sustainability, and quality of life in the Portland region and beyond. Employees describe Portland State University as a vibrant, diverse, progressive place to work and an environment that welcomes process improvement and innovation. See www.pdx.edu.

THE OPPORTUNITY

The Position:

The **Director of Academic Employee and Labor Relations (DAELR)** reports to the Vice Provost for Academic Personnel and Leadership Development (VPAPLD) and is responsible for the management of academic employee and labor relations as well as the management of collective bargaining negotiations and contract administration, progressive discipline and grievances. The Director will work in a manner that supports positive and professional relationships with employees, union representatives, supervisors, managers, and administrators. Note: references to unions in this description refer to the PSU Chapter of the American Association of University Professor (AAUP) and the PSU Faculty Association (AFT).

The Director, working in collaboration with Human Resources, is part of a team responsible for overseeing the functions of academic employment, employee relations, performance management, supervisory development and labor relations. The Director will provide strong leadership in establishing a proactive approach to academic employee and labor relations by providing coaching and training for supervisors and managers in the areas of performance management, progressive discipline, contract application and interpretation, grievance handling and setting expectations and workplace interventions for academic employees.

The Director provides collaborative and consultative advice and counsel on a wide range of human resources-related issues and topics, including academic labor contract interpretation, application, negotiation, and compliance for the University. S/he collaborates with peer directors, managers, administrators, and supervisors at PSU, providing counsel to senior administrators, department heads, directors, managers, and supervisors across the University in an effort to foster employee engagement and guide employee and labor relations matters. Counsel and guidance to departments may involve progressive discipline, handling of grievances, and compliance with the collective bargaining agreements with AAUP and PSUFA.

The Director leads fact-finding investigations, responds to information requests, and may appear on behalf of the University at arbitration, mediation, and appeal hearings. S/he will formulate strategies to strengthen employee and labor relations effectiveness in the University and implement proactive supervisory training as it relates to performance management and employee relations issues. S/he will collaborate with the HR staff, the Office of Global Diversity and Inclusion, and the General Counsel's Office.

Qualifications:

- Bachelor's degree required; advanced degree preferred.
- Experience with labor management relations, grievance administration and/or collective bargaining, either representing an employer or labor organization. Experience in the higher education sector is preferred.
- Five to ten years of progressively responsible experience in employee or labor relations, or a combination of education and experience that clearly demonstrates the ability to successfully perform the major duties of the job in a university setting comparable to Portland State University.
- Direct participation in collective bargaining.
- High integrity with exemplary ability to build rapport and trusting relationships within Office of Academic Affairs and the University.
- Outstanding management skills.
- Experience in labor contract negotiations, practices and strategies, and contract administration.
- Strong written and communication skills and demonstrated expertise in negotiating, facilitating or mediating the resolution of employment or human resource-related issues.
- Proficiency using computerized systems for word processing, spreadsheet applications, and data bases to retrieve and analyze data and/or create reports.
- Effective project and time management skills.

The selected candidate should be able to:

- Reconcile labor relations issues in the context of both existing labor agreements and desired future states of labor and employee relations at PSU;
- Establish and maintain professional and collaborative working relationships with all contacts;
- Maintain confidentiality and high standards of ethics and integrity;
- Manage multiple complex projects concurrently;
- Communicate, work, and collaborate effectively as a member of a team and with the diverse academic, cultural and ethnic backgrounds of University staff, faculty, and students;
- Present ideas clearly and effectively, in both oral and written form;
- Create an environment that acknowledges, encourages, and celebrates differences;
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds;

- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement;
- Adheres to all PSU policies including the policies on Prohibited Discrimination and Harassment and the Professional Standards of Conduct.

Why consider the opportunity?

- **Impact.** The Director is a newly created position with the intention of enhancing the relationship between faculty and administration. This Director will be involved with new strategic planning efforts and in making PSU a great place to work.
- **Teamwork.** The Director will join a talented and dedicated leadership team. The Director will partner with a new Vice Provost and have the ability to help set the tone and agenda for the future.
- **Culture of excellence.** Portland State is a dynamic and progressive institution; seeking best practices and continual innovation and improvement.
- **Location.** PSU is an urban campus in one of the most desirable cities to live in the US.

PROCEDURE FOR CANDIDACY:

Confidential review of applications will begin immediately and remain open until finalists are identified. Click the following link 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=4205104&portalID=5652>

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Portland State University supports equal opportunity in admissions, education, employment, housing, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit is committed to placing the right candidate in the right job. Our focus is on presidents; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including human resources, advancement, student affairs, finance, enrollment, financial aid, technology, and compliance. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including NY, NC, MI, CO and CA.



Portland, Oregon

Whether you see Portland, Oregon, as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River only 90 minutes from snow-capped peaks and the Pacific Ocean, you might not realize Portland's bustling downtown and waterfront are the heart of a metropolitan region with more than 2 million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Throughout the metro area are thriving neighborhoods filled with restaurants, record shops, bars, funky clothing stores, antique malls and art galleries. Portland also has an abundance of movie theaters (some even serve beer and pizza), new and used bookstores (including Powell's, the largest bookstore west of the Mississippi), coffee shops and clubs.

Within walking distance of the PSU campus is the world-class Portland Art Museum, the Oregon Historical Society, a performing arts complex and a concert hall. For the sports-minded, the Portland area has its own NBA team (the Trail Blazers) and a major league soccer team (the Timbers) as well as minor-league baseball and hockey teams. Outdoorsy types love Forest Parks, the largest city park in the nation, with 5,000 acres of hiking and biking trails, a zoo, public gardens and beautiful old-growth woods. And all of this is connected by one of the world's leading public transportation systems, a combination of buses, streetcars, and light-rail trains, making the entire metro area only a couple stops away.

If you like day trips, a short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, river gorge and desert.

Oregon is the second most popular state to move to with 61% inbound migration. ([*quoted from Forbes*](#))

For more information on Portland, Oregon:

Travel Portland: <http://www.travelportland.com/things-to-do/>

Portland Business Alliance: <http://portlandalliance.com/>

Portland Parks and Recreation:

<https://www.portlandoregon.gov/parks/35300>

City of Portland: <https://www.portlandoregon.gov/>

On clear days, the Cascade Range volcanoes Mount Hood and Mount St. Helens loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city.

Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the Pacific Crest Trail.

If it's ocean you're looking for, the Oregon Coast is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-wracked headlands hundreds of feet above the crashing Pacific, and miles of unpeopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows. Bring your wetsuit and surf or sea kayak among the sea lions instead of the crowds.