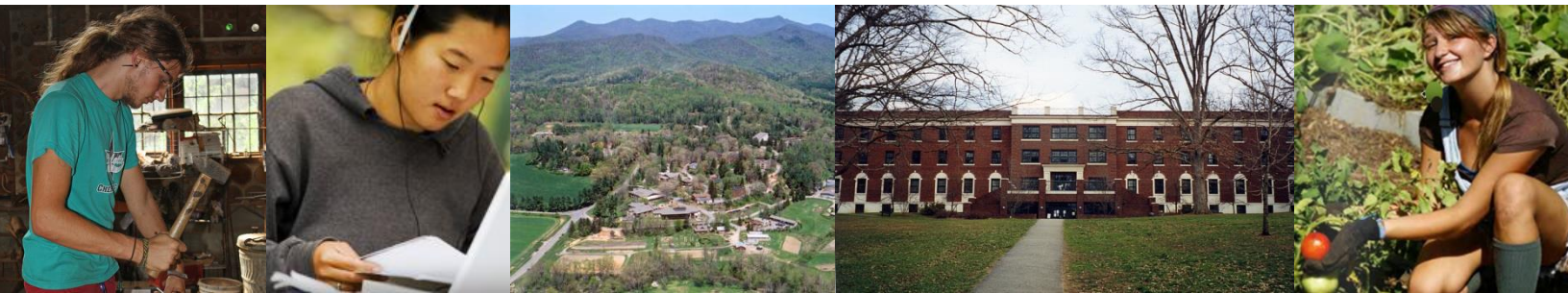


Warren Wilson College
Asheville, NC

Position Specifications
Director of Human Resources
February 2015

Prepared by:
Summit Search Solutions, Inc.



www.warren-wilson.edu

THE INSTITUTION

Mission: The mission of Warren Wilson College is to provide a distinctive undergraduate and graduate liberal arts education. Warren Wilson's undergraduate education combines academics, work and service in a learning community committed to environmental responsibility, cross-cultural understanding and the common good.

Location: Asheville, North Carolina

Warren Wilson College is known as a one-of-a-kind college. Warren Wilson is the country's only liberal arts college with a national student body and integrated work and service programs. Through a blend of strong academics, work and service called the Triad, students graduate not only with a rigorous liberal arts education, but also with skills such as problem-solving and team leadership that equip them for life. It's an innovative approach to a well-rounded education that has stood the test of time. Over the past decade, Warren Wilson students have received more awards and grants from the North Carolina Academy of Science for their original research than students from any other college or university.

Just ten minutes outside of Asheville, NC, Warren Wilson is situated in the mountains nestled in the Swannanoa River Valley. A 300-acre working farm, 700-acre managed forest, and riverine habitat serve as a living laboratory for sustainable practices consistent with the College's strong commitment to the environment. Led by faculty and staff, students engage in experiential learning in the classroom, in the forest and fields and in the wider community-locally and internationally. This year, demonstrating its deep commitment to creating a more diverse campus, the College has chosen *Building Diversity* as the focus of its Quality Enhancement Plan. The goal of the project is to provide students with an inclusive, welcoming, and challenging experience that includes critical encounters with diverse perspectives.

THE OPPORTUNITY

The Position:

The **Director** is a hands-on/entrepreneurial role that will develop and enhance the human resources infrastructure for Warren Wilson College. The Director is responsible for the development and delivery of human resources services, policies and systems for the College. In conjunction with administrative and academic leadership on campus, the Director will proactively address human capital issues and help foster a productive and positive work environment. He/she will recommend strategic solutions and administer policies in compensation, benefits, employment/recruitment, performance management, employee relations, employee wellness, and diversity. The Director will keep abreast of best practices in human resources in the higher education sector and will recommend and implement scalable strategies to meet the College's needs and strategic goals. The Director is supported by an HR Generalist (direct report) and a supportive and committed employee base.

Reports to: Vice President for Administration & Finance

Specific Responsibilities:

- Works with management team and other members of the college community to forecast and manage human resources needs across all units.
- With input from key stakeholders, develops strategies that will attract, motivate, and retain highly talented faculty, administration, and staff.
- Conducts periodic reviews and evaluations of HR programs/policies/processes and external marketplace practices to identify areas for continuous improvement.
- Improve performance management processes and practices across the institution.
- Advises managers/supervisors on all issues related to human resources and diversity, including staffing, EEO, compensation, benefits, employee relations, performance management, and related issues.
- Promotes a customer service oriented culture which recognizes that institutional success and employee engagement are linked.
- Ensures compliance in all areas of HR. Conducts necessary investigations, prepares documentation and recommendations.
- Fosters solutions to complex employment and/or performance related situations.
- Communicates broader institutional and HR goals to College employees.
- Provides HR support to campus volunteers.
- Leads the Human Resources Advisory Committee.

Qualifications:

- Bachelor's degree in human resources, business, management, or a closely related field required; Master's preferred.
- Five years or more experience managing a progressive HR function; higher education sector preferred.
- SPHR certification or other HR specialized education preferred.
- Strong understanding of the business, operational, and organizational issues facing a growing college, university, or business.
- Knowledge of legal and regulatory environment connected to HR related issues and regulations.
- Skills in effectively communicating to a variety of audiences. Strong speaker, writer, and collaborator with the ability to present information in a logical, coherent, and articulate manner. Adept at customizing communications approaches to various audiences.
- Ability to identify and analyze an idea, situation, or problem using logical reasoning and knowledge of the institution and of HR to identify practical and effective solutions.
- Ability to promote cooperation, collaboration, and partnerships between individuals or groups, both inside and outside of the institution.
- Ability to consider costs and benefits of potential actions.
- Impeccable personal conduct - integrity, compassion, credibility, listening skills, and customer service orientation.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately.

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=4898268&portalID=5652>

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As an Equal Opportunity/ Affirmative Action Employer, Warren Wilson College desires a faculty and staff that reflect the diversity of the American culture; encourage a range of cultural, ethnic, racial, and lifestyle perspectives; and reflect a global outlook. The College particularly seeks to include as candidates in its search processes women and members of underrepresented minority groups.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving the higher education sector. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Summit has offices in NY, NC, CO and CA.



ASHEVILLE, NORTH CAROLINA

If you enjoy live music, international cuisine, outdoor cafes, clubs, taprooms, coffee houses, food co-ops, eclectic architecture, history, baseball, boutiques, art galleries, independent bookstores, theatre, dance, handicrafts, organic markets, street festivals, music festivals, film festivals, hiking, biking, climbing, rafting, kayaking, canoeing, horseback riding, snowboarding, skiing, ice skating, golf, trout fishing, camping or picnicking, then Asheville, North Carolina is the perfect place to live.

Asheville is nestled in the Blue Ridge mountains, an artist's community and college town at heart, and ranks as [#6 among U.S. cities as a Place to Do Business](#) by Forbes.com. Asheville combines small-town charm with an extraordinary urban sensibility...and it's all a quick 10-minute drive from Warren Wilson College.



Interesting facts about Asheville, NC:

- The **Pisgah** and **Nantahala National Forests** are right next door to Asheville and the famous **Blue Ridge Parkway** is a five-minute drive from Warren Wilson campus, while the historic **Appalachian Trail** is less than an hour away.
- George Vanderbilt created [Biltmore Estate](#) on 8,000-acres in the mountains of Asheville.
- Ranked as one of “[5 of the Healthiest and Greenest Cities in America](#)” by GreenerIdeal.com.
- Ranked as one of the “[10 Great Sunny Places to Retire](#)” by Aarp.org.

For additional information on Asheville, North Carolina, please visit:

[Asheville Chamber of Commerce](#)
[Explore Asheville](#)
[Asheville Citizen Times Local News](#)

www.ashevillechamber.org
www.exploreasheville.com
<http://www.citizen-times.com/section/Living>