

# Chadron State College Chadron, Nebraska

## Position Specifications

### Associate Vice President of Human Resources

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Prepared by:  
Summit Search Solutions, Inc.



**CHADRON  
STATE COLLEGE**

[www.csc.edu](http://www.csc.edu)

## THE INSTITUTION

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### About Chadron State College:

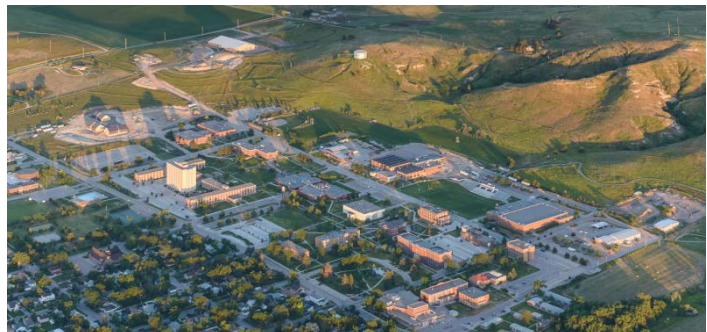
Founded in 1911, Chadron State College (CSC) is nestled against the north slope of Nebraska's beautiful Pine Ridge and serves as a public institution of higher learning inside the Nebraska State College system. With its roots in teacher education, the curriculum has grown to offer programs and courses in 65 majors and endorsements and eight master's degree programs. The five bachelor's degree programs attracting the most students are business administration, education, biology-health sciences, justice studies and rangeland management.

Chadron State takes pride in being accessible to a student population of 3000 who enjoy either the traditional college on-campus experience or the comprehensive distance learning opportunities. CSC services the western most 30 counties in Nebraska, an expanse of nearly 38,000 square miles and has long served as one of the leaders in distance education. As the institution has sought to serve its vast service region and other areas of the Great Plains and beyond, it has capitalized on cutting edge technologies. Stories from shortly after the college's founding give account of professors traveling to neighboring communities by car and airplane to offer courses. Later, interactive television served as the vehicle of choice. Now, the institution has embraced online education and has been recognized for its excellence in offering more than 160 courses over the Internet.

- Chadron State College earned a "Hidden Treasure" designation by a national news magazine at the turn of the 21st century and has celebrated several consecutive years of enrollment growth more than a decade later.
- As of January 2014, approximately \$30 million in new construction has been underway on the CSC campus.

As you can tell, Chadron State has many reasons to be proud. In addition to a competitive tuition and academic offerings, Chadron State offers 13 sports in the NCAA Division II. However, if you ask people what they love most about Chadron State, you'll often get the same answer: "It's the people." Chadron State was created because of the pioneering spirit of people who settled the Great Plains, which is still evident in their descendants who occupy northwest Nebraska. Students from the college and surrounding community welcome students from a diverse set of backgrounds and take value in what they bring to the region. The student body, which consists predominately of Nebraskans, is enriched with enrollees from 43 states and 22 countries. Whether their hometowns are defined as rural, urban, nearby or afar, they have one thing in common: They are proud to be Chadron State College Eagles.

**Location:** Chadron, Nebraska



## THE OPPORTUNITY

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The **Associate Vice President of Human Resources** (AVP of HR) will report to the College President. The AVP will direct the overall administration, coordination, and assessment of the HR function, including employment services, employee relations, recruitment, retention, employee data management, payroll/compensation, benefits, and Title IX issues. Direct supervision to include: Payroll Manager, HR Coordinator, Office Assistant, and part-time HR associate.

The AVP of HR will also serve as the liaison between the campus and the Nebraska State College System (NSCS) General Counsel and Vice Chancellor for Employee Relations on all human resource related matters.

### Essential Duties:

- Plan, develop, organize, implement, direct and assess the College's human resources function and performance.
- In collaboration with President's cabinet, human resource staff, and NSCS, develop, execute, and continually assess and improve human resource strategic and operational plans to align with those of the College and NSCS.
- Evaluate and advise on the impact of new programs/strategies and regulatory action in relation to the attraction, motivation, development and retention of employees.
- Develop and implement workforce staffing strategies for all classification levels that will identify internal and external talent. Identify appropriate and effective external recruiting and advertising sources.
- Establish strong relationships and credibility with administrators and employees throughout the College and the NSCS as an effective leader and strategic partner for problem solving of employment related issues.
- In conjunction with the NSCS Office, provide input, implement, monitor, and enforce compliance with human resource issues governed by federal and state law, NSCS Board of Trustees policies and procedures, negotiated agreements, and employee handbooks.
- Advise supervisors and employees regarding negotiated agreements, employee handbook, and Board of Trustees policies and procedures involving employment, employee relations, payroll, and benefits.
- Manage the human resource staff and be involved in the daily operation of the Human Resource Office, programs, policies, and procedures.
- Supervise the payroll and benefits management functions for both monthly and bi-weekly payrolls including employment contracts.
- Oversee and become proficient with the human resource/payroll software system and create and monitor necessary reports for critical analyses of the human resource function.
- Serve as the Title IX Coordinator for CSC which includes reporting and investigation responsibilities.

- Evaluate the human resource structure for maximization of efficiencies and overall effectiveness.
- Administer the search and recruitment process for all faculty, professional, support staff, and other vacancies.
- Oversee the maintenance of all employee personnel files.
- Coordinate and facilitate the evaluation process for all faculty, professional, and support staff.
- Develop, organize, implement, and assess the training and professional development plan for employees in consultation with President's Cabinet.
- Coordinate on-boarding and off-boarding procedures for new and terminating employees.

**Secondary Duties:**

- Manage the budget and other financial responsibilities of the Human Resources Department.
- Be familiar with and perform the role of NIS Authorized Security Agent and/or SAP Backup Security when necessary.
- Serve as campus representative for collective bargaining as assigned.
- Other job-related duties as assigned.

**QUALIFICATIONS**

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- Bachelor's degree is required, preferably in human resources or related field. Master's degree in human resources or related field preferred.
- Progressively responsible leadership experience in human resources required; experience in higher education sector preferred.
- Certification in Human Resources (SPHR or PHR) preferred.
- Previous Title IX Coordinator experience preferred.
- Knowledge of employment law including payroll required.
- Previous experience with SAP human resources/payroll software preferred.
- Computer knowledge including Microsoft Office products (Excel, Word, Visio, Power Point, etc.).
- Previous experience supervising employees and working with negotiated agreements and collective bargaining preferred.
- Attention to detail.
- Ability to work with diverse employee classifications.
- Excellent interpersonal skills including effective listening and written and verbal communication skills.
- Good judgment and ability to operate with minimal supervision.
- Ability to maintain confidentiality.
- Demonstrated leadership and management skills.
- Ability to be flexible and work varying hours in a fast-moving environment.

## PROCEDURE FOR CANDIDACY

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Review of applications will begin immediately and remain open until finalists are identified.

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

**Apply Now**

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=5650922&portalID=5652>

### For nominations or further information:

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*Chadron State College is an equal opportunity institution. CSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admissions decisions. The College has designated an individual to coordinate the College's non-discrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Sherri Simons, Interim Title VI, VII, IX Compliance Coordinator, Chadron State College, 1000 Main Street, Chadron, NE 69337. Phone 308.432.6224*

*This position is subject to Veteran's Preference.*

*Successful Background Records Check required as part of employment process.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.





## Chadron, Nebraska

Located in beautiful northwest Nebraska, Chadron is south of the Black Hills and west of the Sandhills, in the Pine Ridge region. An important piece of Old West history for more than 125 years, Chadron is the perfect destination for history lovers or anyone who wants to learn more about the days of pioneers and Native Americans on the frontier.

Chadron enjoys comfortably mild weather year-round with more sunny days than Miami and Honolulu. You can play on one of several golf courses or hike hundreds of miles of trails almost any time of the year. Escape the noise, crowds, and traffic of big cities and experience the picturesque landscape, fascinating historical museums, and hometown hospitality of this charming community.

At 3,400 feet elevation, Chadron is surrounded by unbroken grassland, cattle ranches, wheat fields, and the lightly forested hills of the Pine Ridge. It is located just one hour south of one of America's most famous landmarks, Mount Rushmore in the Black Hills of South Dakota. Another of America's most unique and popular natural landmarks, Yellowstone Park, is less than one day's drive to the west.

In 2000, "Sports Afield" designated Chadron as one of the "top 50 outdoor sports towns" in the nation and one of the four best mountain biking towns in the United States. "Outside Magazine" has selected Dawes County, where Chadron is located, as one of the nation's top 100 counties in which to live.

*For more information on Chadron, Nebraska:*

City of Chadron: <http://chadron-nebraska.com>

Chadron Chamber of Commerce: <http://www.chadron.com>

Discover Dawes County:

<http://www.discoverdawescounty.com/dawes-county/chadron>

Visit Rapid City: <http://www.visitrapidcity.com/things-to-do/mount-rushmore#.VZF1oflViko>

**In just a short hour's drive from Chadron, you can experience the awe-inspiring Mount Rushmore National Memorial. Visited by nearly three million people each year, this bucket list attraction is an iconic American experience.**

**The faces of four American presidents – George Washington, Thomas Jefferson, Theodore Roosevelt, and Abraham Lincoln – are carved from a granite mountainside high above the treetops of the Black Hills. Carving took 14 years to complete and cost \$1 million, yet this Shrine to Democracy is priceless to Americans.**

**If you're looking for day trips Chadron State Park, the Pine Ridge, the Museum of the Fur Trade (the largest of its kind), the Sandhills of Nebraska, the Hudson-Meng Bison Site, the Agate Fossil Beds, the Black Hills of South Dakota, and the Hot Springs Mammoth Site all provide exciting opportunities, including sight-seeing, fishing, hunting, hiking, mountain biking and skiing. Chadron is located near the Pine Ridge Indian Reservation, the eighth-largest in America. The city is also home of the headquarters for the United State Forest Service operations overseeing two national forests and three national grasslands.**