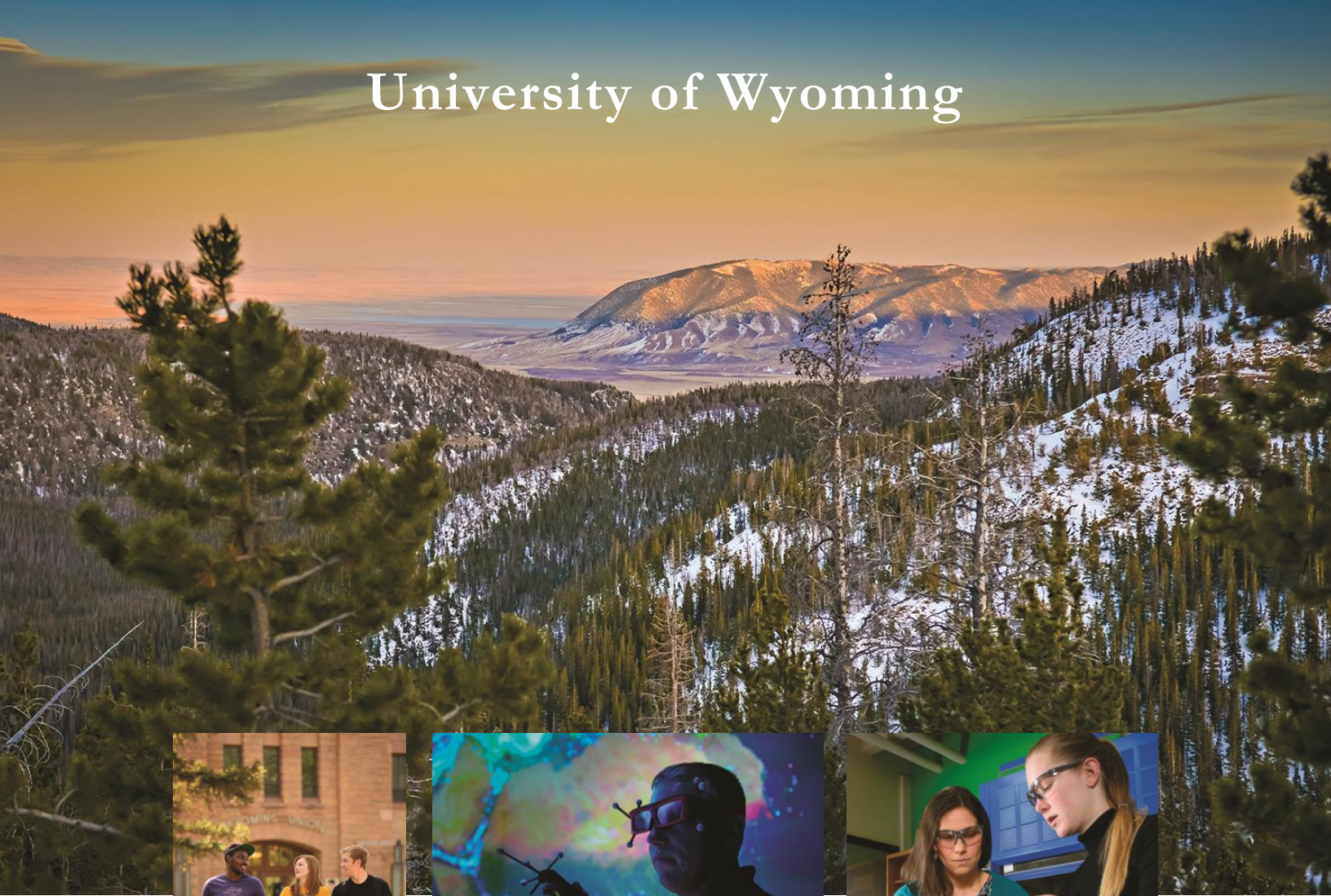


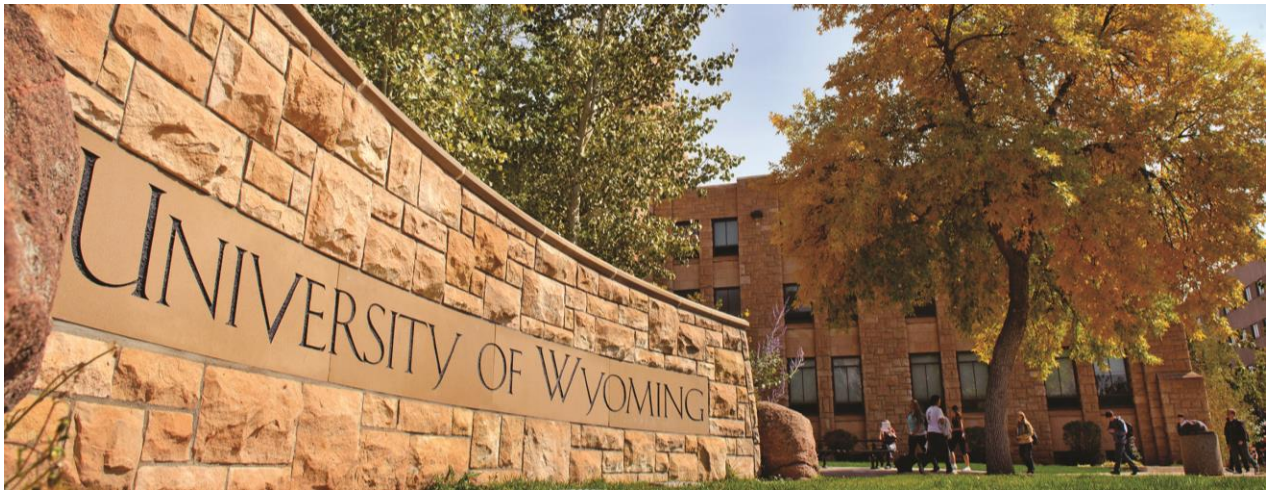
University of Wyoming



Associate Vice President for Human Resources
June 2016



UNIVERSITY
OF WYOMING



THE INSTITUTION

Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized major teaching and research institution, **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to offer 200 areas of study, drawing 13,800 students from all 50 states and 94 countries. It is known for its accomplished faculty and world-class facilities, its small student/faculty ratio and quality undergraduate and graduate programs within its colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law and the School of Energy Resources.

Throughout its existence, UW has been the only four year university in the state of Wyoming, though it maintains close relationships with the state's seven community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the School of Energy Resources and the NCAR-Wyoming Supercomputing Center. UW has played important roles in the lives of students, Wyoming residents and communities for 130 years. You can see why UW is setting the gold standard!

- UW was ranked among the nation's top colleges and universities by *US News & World Report*, *Forbes*, and *Princeton Review* in 2010.
- UW has the largest single scholarship endowment for study abroad support in the U.S.
- UW's Honors Program has been named as one of the best among public universities.
- *Outside Magazine* has recognized UW as one of the top "adventure colleges."

To learn more: <http://www.uwyo.edu>

Location: Located in Laramie, Wyoming, a town of more than 30,800 with a unique blend of sophistication and western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities including year-round cultural and recreational activities.



THE OPPORTUNITY

The **Associate Vice President for Human Resources** is responsible for developing and implementing progressive HR solutions that support relevant strategic goals. The AVP will provide leadership and develop and implement a comprehensive vision for Human Resources with a focus on bringing more efficient and effective service to the university community. That community currently consists of over 3,000 benefitted employees, including 1,237 faculty members. He/she takes a leading role in the planning, development and administration of all aspects of human resources including employment, compensation, classification systems, benefits, performance management for classified staff, employee relations, and human resources information systems. This position ensures that the institution is in compliance with state and federal regulations and is responsible for formulating and communicating employment policies and procedures. The AVP also manages the department's budget.

Reporting Structure:

The Associate Vice President reports to the Vice President of Administration. The AVP is responsible for the direct supervision of five associates and an overall staff of 18.

Essential Responsibilities:

- Serve as a transformational change agent to move the department toward being a “best practices” human resources services provider focusing on the needs of students, departments, faculty, staff and other constituent groups.
- Promote a culture of service and continuous improvement within human resources.
- Develop a human resources strategic plan consistent with and in conjunction with the University's mission and plan.
- Promote a university community culture that values diversity and inclusion. Provide support for diversity and inclusion related mission and goals.
- Provide direction for the Human Resources department and for the University toward the comprehensive goal of improving the full employment life cycle, with a focus on providing more efficient and effective service to the campus community.
- Oversee and provide support in the areas of employee benefits, recruitment, classification/compensation, employee records, diversity, training and employee relations.
- Provide communications throughout the University to clarify and promote human resources policies, services and processes.
- Provide consultative support, counsel, and communications to all levels within the institution while aligning human resource strategies to support the University's needs.
- Promote and support organizational development through building a strategic approach to succession planning and workforce development.
- Initiate and collaborate on the design and implementation of electronic human resource platforms and documentation tools.
- Lead the human resources team and provide the support, tools and resources to help them be successful. Provide staff with professional growth opportunities.

Qualifications:

- Bachelor's degree required; Master's preferred.
- Significant experience in human resources (or related field) with experience managing and developing human resources teams.
- Comprehensive knowledge of human resources policies, procedures, laws and trends.
- Experience in the higher education sector is preferred.
- Experience with succession planning, workforce development, and retention preferred.
- Knowledge of HR systems implementation preferred.
- SPHR certification is preferred.

Competencies:

- **Collaboration:** Builds constructive working relationships with clients/customers.
- **Communication Skills:** Builds productive relationships and communicates proactively at all levels. Keeps key stakeholders informed regularly to ensure optimal implementation of policies and procedures.
- **Problem Solving:** Identifies the elements of a problem situation and understands which components are most critical; acts as a pragmatic and creative problem solver while complying with relevant laws and regulations.
- **Long-Range Planning:** Aligns HR's goals to the university's strategic goals.
- **Influence:** Uses influencing strategies to gain genuine agreements; seeks to persuade rather than force solutions or impose decisions or regulations.
- **HR Knowledge:** Strong understanding of and experience with federal and state regulatory compliance including worker's compensation, unemployment, COBRA, FMLA, ADA, FLSA, Affordable Care Act, and Title IX.
- **Systems Thinking:** Provides analysis of problems and implements solutions that account for the interactions of all systems and organizational entities.

Why consider the opportunity?

- **Resources.** UW is a well-resourced institution with state of the art facilities and a beautiful, well-maintained campus.
- **Location.** Laramie is a great place to live and work. Laramie boasts a low cost of living, low property taxes and no personal state income tax. The area offers incredible outdoor recreational opportunities, an eclectic downtown area and a great public school system.
- **Environment.** Warm, collegial, supportive people and work environment.
- **Impact.** The Associate Vice President will drive the enhancement (quality and efficiency) of the HR services provided to the university community and will be a change agent.
- **Leadership.** Dr. Laurie Nichols joined UW as President in May 2016. The university community is very excited about her vision for the institution.
- **Compensation:** Highly competitive salary and solid benefits package including a retirement benefit that features a state contribution of 14.565% of an employee's gross salary.

PROCEDURE FOR CANDIDACY

The University of Wyoming, in consultation with Summit Search Solutions, will review application materials as they are received. While applications and nominations will be accepted until the position is filled, interested parties are encouraged to apply by **July 5, 2016**.

Please submit your resume and letter of interest upon application. All applications and nominations will be held in confidence.

Click here to apply: [Apply Now](#) Or copy and paste the following link into your browser:
<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=7530709&portalID=5652>

For nominations or further information:

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The University of Wyoming is an Equal Employment Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. Please see: <http://www.unyo.edu/diversity/fairness>



[Summit Search Solutions, Inc.](#) is a boutique executive search firm with a team of experienced recruiting consultants in strategic locations across the country including Colorado, California, New York, and North Carolina. Summit brings precision, process, and passion to its work.



LARAMIE, WYOMING

Living in Laramie, WY can be like being on a year-round vacation - whether you're looking for great food, historic walking tours or outdoor adventure. The name "Laramie, Wyoming" conjures up visions of the Old West like few others can, with cattle drives, a historic downtown, prairie and mountain vistas, rodeos, guest ranches and more. Laramie is filled with hospitality, entertainment and excitement while providing a neighborly atmosphere and warm small town feel with a multitude of amenities and entertainment.

Interesting Facts:

- Also known as the “Gem City of the Plains”, Laramie is located in the Southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado and is the county seat of Albany County.
- Laramie sits at 7,200 feet above sea level in the plains surrounded by the Medicine Bow National Forest, Vedauwoo, and the Snowy Mountain Range.
- Laramie has a 6% sales tax, but does not have corporate state income tax, personal state income tax, state inheritance tax, or manufacturing tax or equipment sales tax. It also has low property tax, worker’s compensation rates, and operating costs.
- The unemployment rate in Laramie is 2.50 percent (U.S. avg. is 6.30%).
- Laramie offers a variety of outdoor adventures with over 250 days of sunshine.
- The quality of life and amenities Laramie has to offer brings several types of industries to Laramie including cattle ranches, technology companies, and academia.



Less than 20 minutes East of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wild-life, dramatic alpine scenes and jumbled rock formations. And with over a hundred mountain biking trails, the area around Laramie is a paradise for exploration on two wheels. If you prefer the solitude of an alpine lake, or a simple walk close to town, the hiking trails around Laramie offer something for everyone. Families will find fun and exploration close to town, while backpackers can spend a week in the high country of the Medicine Bow Mountains. And in the winter, as a snow enthusiast, you can escape the crowds by exploring the forested glens and rolling meadows of the Snowy Range from the back of a snowmobile or downhill skiing. Laramie is Wyoming’s favorite playground!

For more information on Laramie, WY please visit:

- Visit Laramie, <http://visitlaramie.org/>
- Laramie Chamber Business Alliance, <http://laramie.org/>
- Live the West in Laramie, WY, <https://youtu.be/g48PeRSjBuY>