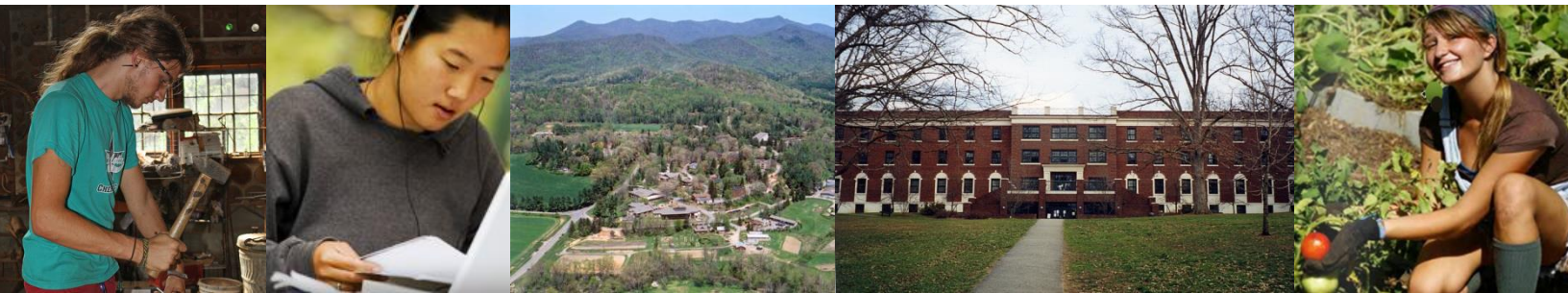


Warren Wilson College
Asheville, NC

Position Specifications
Director of Human Resources
October 2013

Prepared by:
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www.warren-wilson.edu

THE INSTITUTION

Warren Wilson College (WWC) has been evolving its institutional practice of environmental citizenship since 1894. The mission of Warren Wilson College is to provide a distinctive undergraduate and graduate liberal arts education. The educational program, the Triad, is singular in higher education and is tied to an overarching mission to educate for environmental responsibility. The Triad consists of three interwoven strands of experience:

- Academics in the liberal arts tradition
- Campus-wide 15 hour per week work program
- Community service learning (100 hour requirement for graduation)

The Triad is infused with a sustainability ethic and cross-cultural understanding—integral parts of the College's history and founding philosophy. [Click here](#) to watch a video of the history of Warren Wilson College which explores its origin as a 19th-century mission school and details its evolution into a four-year college that has earned a distinct niche in higher education.

Just ten minutes outside of Asheville, NC, Warren Wilson is situated on a 300-acre working farm, 700-acre managed forest, and riverine habitat which serves as a living laboratory for sustainable practices. Led by faculty and staff, students learn in the classroom, in the forest and fields and in the wider community—locally and internationally. Academics, work, and service connect to create a holistic, experiential education.

Warren Wilson College will lead the nation toward a new model for liberal arts education through the innovation of its Triad educational program, the quality of its academic engagement, the fulfillment of its sustainability principles, the depth of its commitment to diversity, the vitality of its community, and its nurturing of individual well-being.

Dr. Steven L. Solnick, New Delhi Representative for the Ford Foundation since 2008, was named by the Warren Wilson College Board of Trustees as the college's seventh president effective July 2012. He said, *"I am honored and excited by the opportunity to lead Warren Wilson, a college that believes, as I do, that higher education should offer not an escape from the 'real world' but a set of tools for thriving in it. Work, service and scholarship are all essential elements of a fully formed world view, and at Warren Wilson these are all integral parts of the learning experience."* [Click here to read more.](#)

Location: Asheville, North Carolina

THE OPPORTUNITY

The Position:

The **Director of Human Resources** will be responsible to forecast, develop and deliver human resources services for Warren Wilson College. Keeping abreast of best practices in human resources within higher education and with input from key stakeholders, the Director will be responsible for developing and implementing strategies that will attract, motivate and retain highly talented faculty, administration and staff. The Director will lead the Human Resources Advisory Committee.

Reports to: Vice President of Administration & Finance

Direct report: Human Resources Generalist

Specific Responsibilities:

- **Human Resources policies and procedures.** Develop and implement appropriate human resource policies and procedures and assure that they are applied consistently throughout the College. Areas include: hiring, promotion, pay scales, budgeting and dispute resolution.
- **Workforce development.** Be the steward of the College's continuing investment in training, career advancement and planning, wellness, communicates broader institutional and Human Resources goals to College employees. Develop strategies to promote a customer service oriented culture which recognizes that institutional success and employee engagement are linked.
- **Regulatory and legal compliance.** Develop and maintain an appropriate level of expertise in employment related law and regulation in areas of importance to the College. Assure that the College complies with employment related legal and regulatory obligations.
- **Benefits.** Assure that employee benefits are as flexible as possible, meet the evolving needs of the College's employees while remaining affordable for the College. Manage providers and recommends changes as necessary and ensure effective and efficient customer-service oriented benefits administration. Improve the use of automation.
- **Diversity.** Assist in defining and assessing areas needing improvement and develop strategies to address them. Elevate the knowledge and appreciation for diversity. Advises managers/supervisors on diversity consideration in all issues related to human resources including staffing, EEO, compensation, benefits, employee relations and performance management.
- **Culture of accountability.** Ensures compliance with all employment related policies and procedures. Conducts necessary investigations, prepares documentation and recommendations. Promotes a customer service oriented culture which recognizes that institutional success and employee engagement are linked.

Qualifications:

- Bachelor's degree required; Master's preferred.
- Managerial/supervisory experience required.
- Experience managing a progressive Human Resources function in the higher education sector.
- SPHR certification or other Human Resources specialized education preferred.
- Strong understanding of the business, operational, and organizational issues facing a growing college or university including the ability to consider costs and benefits of potential actions.

- Knowledge of legal and regulatory environment related to Human Resources related issues and regulations.
- Skills in effectively communicating with 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 promote cooperation, collaboration and partnerships between individuals or groups, both inside and outside of the institution.
- 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=details&jobOrderID=2489843>

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Warren Wilson College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.



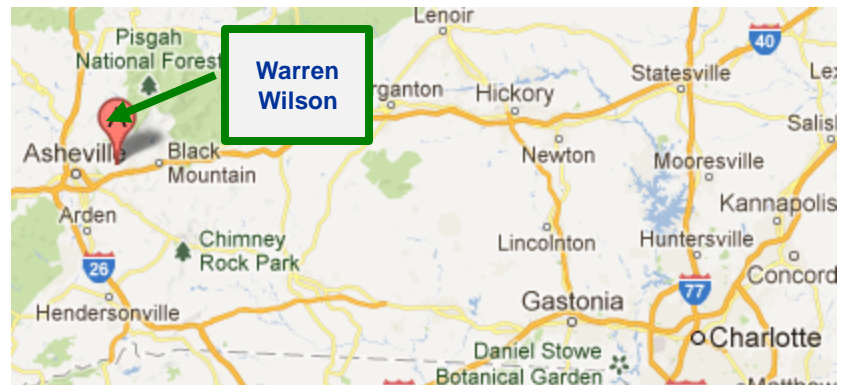
[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit offers organizations premier services with personalized service, impeccable process, and results that surpass client expectations. Summit 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. Our focus is on presidents/chancellors; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including institutional advancement, student affairs, finance, enrollment management, technology, and human resources. Our mission is to facilitate the placement of top talent for mission driven organizations. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Michigan, and California.



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.
- ["One of 10 Most Surprisingly Vibrant Food Cities"](#) by Livability.com.
- ["#1 Small City for the Arts"](#) in 2010 according to *AmericanStyle* magazine with more than 40 galleries showcasing works by the region's talented artists as well as top artists from around the world.

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>