

Portland State University
Portland, Oregon

Position Profile

Associate Vice President for Human Resources
July 2016

Prepared by:
Summit Search Solutions, Inc.



Portland State
UNIVERSITY

www.pdx.edu

THE INSTITUTION

About Portland State University

Portland State University (PSU) is Oregon's urban research university recognized for excellence in sustainability and community engagement, and is located in the heart of downtown Portland. The campus motto is "Let Knowledge Serve the City." Portland State offers more than 200 degrees with opportunities to work with businesses, schools and organizations on real-world projects and enrolls over 29,000 students from every state in the nation and more than 84 foreign countries. As the state's only urban public university, Portland State provides comprehensive undergraduate and graduate education as well as professional education to thousands of Oregonians who want to update their skills or change careers, and applies research to problems of interest to the city, region, and global society. Portland State is renowned for innovative academic programs and excellence, particularly in fields related to urban and public affairs; business administration; science, technology, and sustainability; that combine student learning, research, and community engagement. The University was hailed by The Princeton Review as one of the best colleges and universities in the United States for 2015, and ranked as one of the nation's "Top 10 Up-and-Coming" universities, three years in a row, by U.S. News & World Report in its "Best Colleges" 2015 edition. For more information, see: www.pdx.edu



THE OPPORTUNITY

Portland State University seeks a forward-thinking and dynamic leader for the position of **Associate Vice President (AVP) for Human Resources**. Reporting directly to the Vice President for Finance and Administration, this position will provide strategic management and leadership in human resource management for the University's principal assets: its students, faculty, and staff. The AVP serves as key advisor to senior University leadership on all human resources matters and participates in the development and implementation of the University's strategic plans, policies, and procedures. The successful candidate will bring their knowledge of emerging HR best practices, employee engagement, effective use of technology, analytics and data-based decision making, strategic leadership, and employee relations to PSU as they lead an effective team of 30 HR professionals.

Essential Functions:

- Strategic planning, development and administration of the organization's human resource function and performance in the areas of benefits, employee and labor relations, payroll, employment, compensation, and training and development.
- Participate in the development of PSU policies and procedures as a strategic partner but particularly from the perspective of the impact on people.

- Evaluate and advise on the impact of long range planning of new programs/strategies and regulatory action as those items impact the attraction, motivation, development, and retention of the faculty and staff at PSU.
- Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem solver of people issues.
- Enhance and/or develop, implement and enforce human resources policies and procedures of PSU by way of systems that will improve the overall operation and efficiency of PSU.

Qualifications:

- Demonstrated leadership ability with strong organizational and administrative skills with the ability to balance the daily operations of a Human Resources office with the strategic needs of the University.
- Superior interpersonal communications skills with the ability to develop and maintain effective relationships with a variety of both internal and external constituents.
- Multiple years of experience in areas of human resources, training, payroll, compensation, and benefits administration, with several of those in leadership roles.
- Prior or current experience in labor relations highly desired.
- A thorough knowledge of recruiting, performance management, training and development, wage and hour law, labor law, Title IX and legal compliance, benefits, compensation, EEO/AA guidelines, and employee relations.
- Ability to develop policy and procedure and to effectively communicate these to University employees and departments.
- Experienced facilitator in conflict resolution.
- Experience overseeing HR information systems and related technologies.
- Knowledge of and familiarity with staff development programs.
- A strong commitment to customer service.
- A bachelor's degree in human resources, organizational development, labor law, or other related field required; master's degree in related field or law degree preferred.
- Senior Professional in Human Resources (SPHR) Certification preferred.
- Knowledge of and experience in higher education principles, practices, and procedures preferred.

Key Cultural Competencies:

- Creates 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's policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until finalists are identified. Please submit CV/resume and cover letter upon application. 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=7835056&portalID=5652>

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Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from all diverse candidates, including, among others, protected veterans and individuals with disabilities.

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. This policy implements state and federal laws. Inquiries about it should be directed to the Office of Equity and Compliance, 1600 SW 4th Avenue, Suite 830, Portland, OR 97201, 503-725-5919, or via email to: diversity@pdx.edu.

If, because of an impairment or disability, you need accommodation during any part of the employment process, please contact Human Resources at 503-725-4926 or via email: askhr@pdx.edu.



[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 they represent and are committed to placing the right candidate in the right job. Summit has offices in California, Colorado, North Carolina and New York.



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.