



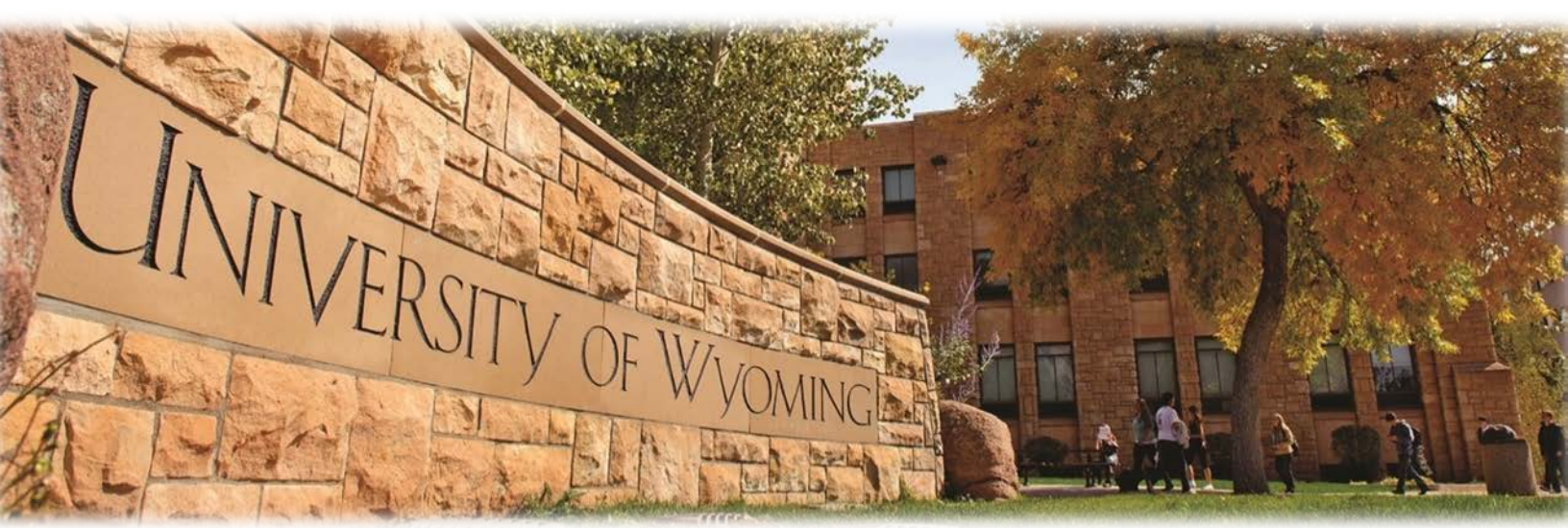
UNIVERSITY
OF WYOMING



POSITION PROFILE

Associate Vice President for
Human Resources

September 2019



THE UNIVERSITY

Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized teaching and research institution, the **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to nearly 200 areas of study, drawing 12,500+ students from all 50 states and 90 countries. UW 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, School of Energy Resources, and Haub School of Environment and Natural Resources. To learn more: <http://www.uwyo.edu>

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 Wyoming Institute for Humanities Research and the School of Energy Resources. UW has played important roles in the lives of students, Wyoming residents, and communities for 133 years.

- Recognized by *Forbes Magazine 2018* as being one of the nation's best college values.
- Rated as a "Top 15 Outdoor Adventure College" by *Outside Magazine*.
- Wyoming was ranked #21 in *US News and World Report 2018* "Best States Rankings."

The University community is working collaboratively to help the University reinforce and strengthen its reputation as it adapts to changing economic factors in the state and beyond. The University's strategic roadmap, "[Breaking Through 2017-2022: A Strategic Plan for the University of Wyoming](#)," shows that it's an exciting time to be a part of UW as it embarks on new and exciting opportunities.

Location: Located in Laramie, Wyoming, a town of more than 31,000 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. Laramie is a great place to live and work as it boasts low cost of living, no state income tax as well as incredible outdoor recreational opportunities, an eclectic downtown area, and a great public school system.





THE OPPORTUNITY

The Associate Vice President (AVP-HR) for Human Resources serves as the Chief Human Resources Officer for both faculty and staff and is responsible for creating and monitoring the effectiveness of programs that:

- Recruit and retain talented staff and the best faculty;
- Seek to provide competitive compensation and benefits;
- Encourage systematic career development;
- Support an inclusive, family-friendly, and healthy workforce and work environment;
- Structure staff and faculty positions that are professionally challenging and intellectually rewarding;
- Incorporate succession planning.

The University of Wyoming community currently consists of approximately 3,000 benefitted employees, including 1,237 faculty members. The AVP-HR takes a leading role in the planning, development, and administration of all aspects of human resources including employment, compensation, payroll, classification systems, benefits, performance management, 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-HR also manages the department's budget.

The Associate Vice President reports to the Vice President for Administration. The AVP-HR is responsible for the direct supervision of three associates, business manager, and an overall full-time staff of 22, plus 5 part-time and student employees. Specific duties and responsibilities include:

- Partner with the University's senior leadership to (a) create a vision for human resources, (b) develop strategies for achieving this vision, and (c) provide leadership towards these goals;
- Develop human resources goals 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;
- Guide and collaborate on the continuous improvement 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;
- 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, payroll, 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 by building a strategic approach to succession planning and workforce development.

QUALIFICATIONS AND COMPETENCIES

Qualifications:

- Bachelor's degree required; master's or J.D. preferred.
- Significant leadership experience in human resources with experience managing and developing human resources teams.
- Comprehensive knowledge of human resources policies, procedures, laws, and trends.
- Knowledge of HR systems implementation.
- Experience in the higher education sector is preferred, but the university is open to talented individuals from other sectors.
- Experience with succession planning, workforce development, and retention preferred.
- SPHR or SHRM-SCP 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 mission and 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. The University recently completed implementation of WyoCloud, the Oracle Cloud project that impacted and modernized virtually all University operating systems.
- **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.** The University is currently undergoing a search for a new President, and is being led by Acting President, Dr. Neil Theobald, the current Vice President for Finance and Administration.
- **Compensation.** Highly competitive salary and solid benefits package including a retirement benefit that features a state contribution of 14.44% of an employee's gross salary.

PROCEDURE FOR CANDIDACY

The University of Wyoming, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the position is filled; **parties who apply by October 20, 2019 will be given first consideration.** Please submit curriculum vitae and letter of interest upon application. All applications and nominations will be held in confidence. To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su179>

For more information or to offer recommendations or nominations:

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[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.

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, sexual orientation, gender identity, national origin, disability or protected veteran status or any other characteristic protected by law and University policy. To review the [EEO is the Law Poster](#) and its [Supplement](#), please see [The Diversity & Fairness page](#).

*Pursuant to Wyoming State law, W.S. 19-14-102, as amended, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran's death, who is receiving federal survivor benefits based on the veteran's military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application, the applicant must possess the business capacity, competency, education or other qualifications required for the position. If disabilities do not materially interfere with performance of job duties, disabled veterans will be given preference over able-bodied veterans. **Appropriate documentation of veteran status must be provided at the time of application as outlined in the application process.** No preference will be given to a veteran currently employed by a public department.*

The University of Wyoming conducts background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.

Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.



LARAMIE, WYOMING

Living in Laramie, WY is like being on a year-round vacation—whether you’re looking for great food, entertainment or outdoor adventure. The name "Laramie, Wyoming" conjures up visions of the Old West like few others can, with 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. Surrounded by the great outdoors, Laramie is also southeastern Wyoming’s center for arts events, with a lively music and theater scene, art exhibitions, festivals, and a variety of other entertainment. And don’t forget all the sports activities at the university and K-12 levels. Go Cowboys!

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.
- Laramie sits at 7,200 feet above sea level in the Laramie River Valley surrounded by the Medicine Bow National Forest, the Laramie Mountains, and the Snowy Range.
- Laramie has a 6% sales tax but does not have a state income tax or state inheritance tax.
- The unemployment rate in Laramie is 3.20 %.
- Laramie offers a variety of outdoor adventures with more than 250 days of sunshine.
- The quality of life and amenities Laramie has to offer brings several types of industries to the area including technology companies and academia.



About 20 minutes east of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wildlife, dramatic alpine scenes, and jumbled rock formations. And with more than a hundred mountain biking trails, the Laramie area provides a paradise for exploration on two wheels. If you prefer walking or hiking, camping or day-trips, fishing or hunting, the mountains, lakes, rivers, and trails around Laramie offer something for everyone. Families will find fun and exploration close to town, while backpackers and sportsmen can spend a week in the high country of the Medicine Bow Mountains. And as a winter snow enthusiast, you can escape the crowds by exploring the hills, forested glens and rolling meadows of the Snowy Range from the back of a snowmobile or on downhill or cross-country skis. Laramie is Wyoming’s favorite playground!

For more information on Laramie please visit:

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