

**NEW JERSEY CITY UNIVERSITY**  
**ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES**

**Position Description**

The Associate Vice President (AVP) of Human Resources (HR) is the chief human resources officer for the University and is responsible for the development and administration of policies and practices supporting the strategic direction of the institution. Reporting to the Chief Operating Officer and working closely with the President and other senior leaders, the AVP provides leadership on a broad range of human resource issues.

Responsible for the initiation, planning, development and implementation of all aspects of human resources, including employment, compensation, benefits, performance management, employee relations, organizational development, and HR information systems/data management.

**Responsibilities**

- Provides vision and creative leadership to the University in all areas of human resources management;
- Advises the President's Cabinet on broad HR issues which may include data gathering and analysis;
- Develops and implements a Human Resources Strategic Plan that supports the strategic priorities of the institution;
- Manages benefit programs, including developing new strategies and approaches in cost-effective ways;
- Ensures compliance with all applicable federal, state and local laws;
- Oversees staff and managerial recruitment initiatives (through applicable policies) and workforce planning in conjunction with campus leadership to ensure effective delivery of employment services and the talent needed to support the institution. Provides support to Office of the Provost regarding recruitment of faculty;
- Ensures effective HR consultation services to campus constituents regarding HR policy, campus procedures, employee relations and organizational development;

- Provides technical expertise and assistance with performance management systems;
- Oversees new employee orientation, mandatory training, and development programs from the point of hire (orientation) through progressive professional growth and/or skill maintenance. Works closely with the Office of the Provost to address these issues with faculty;
- Reviews regularly, in conjunction with the HR team, policies, procedures and practices to ensure they meet the strategic needs of the University;
- Creates department's annual budget and other related fiscal duties, including management reporting and ensuring cost effectiveness;
- Serves as the primary campus liaison on HR matters to all University governance groups.

## **Requirements**

- A master's degree in human resources management or a related field. A minimum of ten years of progressive and successful experience, preferably in higher education, over a broad array of human resource functions.
- Demonstrated success in managing professional and clerical staff, managing large budgets and setting performance expectations for office personnel.
- Expertise across all HR functional areas (especially compensation, benefits, and talent management). Superior oral and written communication skills, the ability to think clearly, resolve conflicts, and lead complex decision-making processes.
- Experience in the public sector is highly desirable.
- Demonstrated creativity and a strategic approach in human resources innovation, including the ability to formulate, communicate, and execute strategic initiatives in a post-secondary institution.
- Demonstrated ability to establish and maintain cooperative working relationships with colleagues and represent the university with external parties in a professional and ethical manner.
- Demonstrated ability to effectuate a culture of teamwork and trust and motivate employees who are experiencing change.
- Demonstrated track record of commitment to diversity and a culture of student success.

- Integrity and strong commitment to ethical and fiduciary responsibility. (Good judgment and common sense are critical for this position.)
- Demonstrated ability to collect and analyze data in order to derive conclusions and make evidenced-based recommendations.
- Experience working in a collective bargaining unit environment is preferred.

***Review of the applications will begin June 22, 2018.***

**Applications should be made to:**

Dr. Daniel J. Julius  
Office of the Provost and Senior Vice President  
New Jersey City University  
2039 John F. Kennedy Boulevard, H-309  
Jersey City, NJ 07305

**Email:** [AVPHRSearch@njcu.edu](mailto:AVPHRSearch@njcu.edu)