



Job Description

Job Title: Associate Vice President Human Resources

Grade: Q

Department: Human Resources

FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

To provide overall leadership and direction for the College's HR programs, personnel services, performance appraisal, insurance and Federal and State compliance; to ensure that assigned functions fulfill Federal, State and College goals and objectives; to provide leadership and supervision for assigned staff; to work collaboratively with other members of the College's leadership team in the accomplishment of the College's goals and objectives; to provide highly complex and responsible staff assistance to the Vice President of Finance and Administrative Services.

Characteristics Duties and Responsibilities:

1. Implements and administers human resources and insurance procurement including administrative goals and objectives as well as policies and procedures necessary to provide assigned services and functions.
2. Participates as a member of the College's leadership team; prepares work programs, budget requests and quarterly reports; researches and prepares detailed reports on a variety of College management topics, as appropriate; seeks collaborative opportunities.
3. Provides staff supervision and direction for designated staff. Evaluates job performance and develops Professional Development plans.
4. Reports to the Vice President of Finance and Administrative Services on all activities, and coordinates designated programs/resources with other College units, departments and/or programs.
5. Assigns work activities, projects and programs while monitoring work flow and evaluating products, methods and procedures.
6. Recommends new or modified systems, policies and procedures for assigned functions.
7. Recommends and assists in the implementation of goals and objectives.
8. Plans and participates in staff development.
9. Interviews and recommends employees to be hired.
10. Participates in campus master planning and College committees and task forces. Attends professional conferences.
11. Represents the College at community and outside organization functions as appropriate.
12. Performs other duties as assigned.



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Reporting Relationships:

Direction Received:	Reports to the Vice President of Finance and Administrative Services
Direction Given:	Full and ongoing direction and supervision of Directors, professional staff and classified staff.

Minimum Requirements:

A Master's Degree from a regionally accredited institution with six years of management-level experience is preferred. A Bachelor's Degree from a regionally accredited institution and ten years of full-time, management-level work experience in human resource administration may be substituted for the master's degree. The SPHR, CEBS, CCP, CBP or similar types of certifications would be desirable along with previous work experience involving principles and practices of higher education administration.

Knowledge, Skills, Abilities, and Worker Characteristics:

- Knowledge and understanding of community college operations, especially CPCC
- Knowledge and understanding of employment laws and regulations
- Knowledge and understanding of human resources management theories, principles and practices
- Knowledge and understanding of the North Carolina Community College System and the North Carolina Administrative Codes
- Demonstrated ability to provide leadership, teamwork and customer focus
- Ability to respond to common inquiries or complaints from internal or external customers, regulatory agencies, or members of the business community
- Effective oral and written communication skills; ability to make presentations
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Demonstrate ability to work in a team
- Supervisory and leadership skills
- Proficiency with office software and equipment

Working Conditions:

Typical Office Environment