



Job Description

Job Title:	Associate Vice President Human Resources	Grade:	P
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.

Characteristic 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. Provides oversight and direction to foster diversity and acceptance in the workplace. Develops and implements training and communication plans to prevent discrimination and harassment claims.
7. Recommends new or modified systems, policies and procedures for assigned functions.
8. Recommends and assists in the implementation of goals and objectives.
9. Plans and participates in staff development.
10. Interviews and recommends employees to be hired.
11. Participates in campus master planning and College committees and task forces. Attends professional conferences.
12. Represents the College at community and outside organization functions as appropriate.
13. Performs other duties as assigned.

Reporting Relationships:

Direction Received:	Reports to the Vice President of Finance and Administrative Services
Direction Given:	Responsibility for the operations of a department coordinated through mid-level management or professional staff

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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Minimum Requirements:

A master's degree from a regionally accredited college or university with six years of management-level experience is preferred. A bachelor's degree from a regionally accredited college or university 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; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences

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October 2009