

Director of Human Resources

DREW

DREW UNIVERSITY / MADISON NJ

POSITION DESCRIPTION

Director of Human Resources

UPDATED: August 1, 2016

Drew University has
retained **KULPER & COMPANY, LLC**
to advise them in this search



Position Summary

Drew University is hiring a new Director of Human Resources. This is a terrific opportunity for a creative, energetic and experienced Human Resources professional with 10+ years of progressively more responsible accomplishments as well as the proven ability and confidence to effectively lead the Human Resources Department for Drew University. The ideal candidate will be a Human Resources professional who thinks strategically, is an excellent communicator and possesses the necessary technical and managerial skills to implement an effective employee relations program, compensation model and recruiting program during the first year on the job and suggest improvements to the employee benefit/health insurance program, and performance evaluation system.

The new Director of Human Resources will have an excellent opportunity to make a significant impact on the strategic growth and development of the University through the effective implementation of a comprehensive best practice Human Resources operation for a higher education institution. Reporting to the Vice President for Finance and Administration & CFO and managing a group of three staff members the new Director of Human Resources will be a vital member of the

senior leadership team working in close consultation with the President and key officers and leaders of the University.

Enrollment and tuition revenue are up over the past year with excellent prospects for the years ahead. Drew's commitment to the education of its students through small class size and a low faculty student ratio will continue to be upheld. The University's strategic focus on best practice operations and policies will enable the continued fulfillment of the University's founding principles.

The Human Resources Director will have proven experience in building effective human resource management processes that serve the needs of staff members, faculty, cabinet members and other key constituents of the University. While it is important to identify opportunities for operational improvements and cost savings, it is equally important for the Human Resources Director to be able to anticipate employee related issues before they become manifest.



The new Director will possess the emotional intelligence and maturity to quickly gain the trust and respect of colleagues while leading the implementation of systems, policies and procedures to better serve the professional growth of staff members and the strategic development of the University. The new Director will demonstrate high integrity, be adept at multi-tasking, be personable, patient, thoroughly professional and possess a demonstrated track record of partnering effectively with department and administrative leaders, faculty and staff.



The Human Resources Director will be a key member of the University budget review committee which meets on a bi-weekly basis and is attended by the senior leadership team. Active participation in this committee will facilitate accomplishment of the Human Resources Director's key objectives through regular engagement and communication with the President, members of the President's Cabinet, and other leaders of the University.



High Level Overview of Position Requirements

The selected Human Resources Director must be able to perform effectively in each of these areas:

- Guidance and management of the overall provision of Human Resources services, policies, and programs for the University.
- Overall talent management strategy including: workforce planning, recruiting, hiring, training and development, and performance planning, management and improvement.
- Organization development and change management.
- Oversight of employment law compliance and compliance with regulatory concerns.
- Demonstrated proficiency in policy development, documentation, and implementation.
- Management of external recruiters and consultants.
- Establishment of metrics to assist in the analysis of the effectiveness of all human resources processes and approaches.
- Effective communication of University culture.

Desired Experience and Attributes

- 10+ years of progressively more responsible experience in Human Resources, preferably in higher education.
- Bachelors' degree in human resources, business or a related field is required.
- Advanced degrees, evidence of continuing professional education, and certifications such as SPHR are preferred



Required Skills, Knowledge and Work Style Characteristics

- Proven ability to understand the bigger strategic picture and provide useful strategic advice and recommendations to senior officers / President's Cabinet members and staff members.
- Capability to lead in an environment of constant change. Experience in organization development and change management.
- Strong effective communicator in writing, business presentations and in interpersonal communication.
- Solid skills in recruiting, retention, employee relations and communications, professional development and training, policy development and understanding of NJ and Federal employment law.

- Thorough knowledge of best practices in diversity and inclusion, employee benefits, compensation, organizational design/succession planning, Human Resources information systems, and the use of data analytics in development and assessment of Human Resources initiatives. In addition, it is necessary to be practiced in employee counseling, grievance resolution and retention.
- Proficient in the use of technology specific to the Human Resources management function such as *Performance Pro* and *Banner*, the enterprise management system used by the University.



- Highly developed, demonstrated teamwork skills. Accessible and flexible.
- Exhibit highest ethical standards, including respect for and practice of confidentiality.
- Demonstrated ability to increase productivity and continuously improve methods, approaches, and departmental contribution while being cost-sensitive.

Background Information about Drew University



Drew University, a Phi Beta Kappa liberal arts university, includes the College of Liberal Arts, the Drew Theological School and the Caspersen School of Graduate Studies. Drew is located on a beautiful, wooded, 186-acre campus in Madison, New Jersey, a thriving small town close to New York City. It has a total enrollment of more than 2,000 students and has 145 full-time faculty members, 94% of whom hold the terminal degree in their field. The Theological and Caspersen Schools offer MA and PhD degrees and the College confers BA degrees in 30 disciplines.

Drew is dedicated to exceptional faculty mentorship, a commitment to connecting the campus with the community and a focus on experiential learning. Particularly noteworthy opportunities for undergraduates include the Charles A. Dana Research Institute for Scientists Emeriti (RISE), home of 2015 Nobel Prize Winner for Medicine and Drew Fellow William Campbell, the Drew Summer Science Institute, the Center for Civic Engagement, as well as the Wall Street Semester, Semester at the United Nations, Semester on Contemporary Art and Semester on Communications and Media in New York City and several international semester programs. The University also houses the Center for Civic Engagement, the Drew Summer Science Institute, the Center on Religion, Culture & Conflict, the Center for Holocaust/Genocide Study and the Shakespeare Theatre of New Jersey, an independent professional theater, as well as the United Methodist Archives and History Center and one of the country's leading concentrations of materials on Willa Cather.

[For more information about Drew University please click here.](#)

Key Performance Objectives



BIG PICTURE GOALS:

- Gain the confidence and respect of all Drew colleagues through confident and professional interactions and problem solving approaches.
- Build a new understanding throughout the campus as to the role of Human Resources and its alignment with University priorities.
- Add rigor and professionalism to the employee relations function and ensure that Drew employees are aware of policy and procedural changes and improvements.
- Create a culture of customer service through timely and accurate responses to questions related to employee benefits, performance management, organizational development or conflict resolution.

YEAR 1 GOALS:

- Within the first 90–120 days provide the supervising Vice President with a general assessment of the HR Department including operations and personnel.

- Implement a new compensation model to assure compensation equity as well as to encourage and reward meritorious service to the University.
- Create organizational performance indicators that measure success in shared goals and build a culture of accountability and customer service, as well as embracing diversity and inclusion. Refine the performance management measurement system and implement performance review schedules in accordance with the Deans and key administrative leaders of the University.
- Establish consistent recruitment policy and procedures that will help assure that the best qualified candidates are attracted and hired consistent with Drew's commitment to excellence, diversity hiring and equal opportunity.
- Partner with the Deans to facilitate updates in Faculty handbooks and policies to represent the needs of tenured, non-tenured, and adjunct faculty with an evolving faculty composition.

YEAR 2 GOALS:

- Continue to evaluate job descriptions and compensation equity throughout the organization as well as compared with peer and aspirant schools.
- Design and implement an organizational development program that will help recognize and support the efforts of employees who consistently demonstrate high quality work as well as employees who could contribute more significantly through further training or a new job challenge.
- Re-evaluate the employee recognition program to build on shared goals and University vision and mission.

YEAR 3 GOALS:

- Continue to grow and evolve the Human Resources function to meet the changing needs of the University in alignment with the strategic plan and vision of the President.



Compensation and Benefits

Drew University will offer a highly attractive annual salary and benefit package to the hired candidate.

Interested Candidates

Please reply in confidence with resume and cover letter of interest to:
DrewHRDirector@KULPERCOMPANY.COM

This position description adheres to all EEOC guidelines and is subject to change at the sole discretion of Drew University. An equal opportunity/affirmative action employer, Drew University actively seeks and encourages applications from minorities, women and people with disabilities.

KULPER & COMPANY, LLC

is providing executive search consulting service to
Drew University for this search assignment.