POSITION PROFILE

Position: Vice President of Human Resources
Reports To: President
Location: Kalamazoo, MI

COLLEGE OVERVIEW:

Kalamazoo Valley Community College (“Kalamazoo Valley”) was established in 1966 by the overwhelming approval of voters in nine local school districts. It is a comprehensive, fully accredited, public, two-year College with enrollment of about 10,000 students. Kalamazoo Valley offers certificate programs in more than 20 areas of study and associate degrees in 25 others. In addition to associate degree and certificate programs in business, health care, human and public service, technical occupations, and industry, the college also provides a quality experience for students preparing to transfer to four-year institutions following graduation.

Currently, KVCC has four campuses:

- Texas Township
- Arcadia Commons
- The Groves
- Bronson Healthy Living Campus

For a virtual tour of the college, please go to https://www.kvcc.edu/about/virtualtour

CAMPUS PROFILES:

Designed by Alden B. Dow, a student of Frank Lloyd Wright, the Texas Township Campus (TTC) is located near the I-94 and U.S. 131 interchange on 185 acres of rolling woodland west of Kalamazoo. Expanded several times over the last 45 years, the 430,000-square-foot complex features modern classrooms, comprehensive library and computer capabilities, two gymnasiums, a swimming pool, ball fields, tennis courts, a running track, two auditoriums, food services, free parking in expansive lots, and fully equipped labs for science, industrial and manufacturing technologies.
Located in downtown Kalamazoo, the **Arcadia Commons Campus (ACC)** includes Anna Whitten Hall (built in 1994), the Kalamazoo Valley Museum, and the Center for New Media. The campus serves as a hub for a community, business and education partnership that renovated and revitalized a significant portion of the historic downtown area.

The Kalamazoo Valley Museum, which spotlights the history, culture, science and technology of Southwest Michigan, was opened in February 1996 and recently celebrated its 2 millionth visitor. Its construction was financed entirely by $20 million in private contributions. Governed by the colleges, the museum houses an interactive planetarium, the Mary Jane Stryker Theater for films and performances, a Children’s Landscape for preschoolers, hands-on exhibits, the best available nationally traveling exhibits, and a Challenger Learning Center for simulated space exploration. The museum’s renovated history gallery, “Kalamazoo Direct to You,” was dedicated in December 2011. The museum provides a unique learning environment for students of Kalamazoo Valley Community College, as well as the general public.

The Center for New Media is located in the historic W. S. Dewing Building in the heart of the city. It offers career-based, industry-standard instruction for all aspects of digital media. Three floors of state-of-the-art Mac and PC classrooms, two drawing studios, a photography studio and five art galleries comprise this innovative and exciting building.

Creating an educated workforce skilled to meet the demands of a changing economy is the focus at The Groves Center on Kalamazoo Valley Community College’s third campus, **The Groves Campus**. Originally opened in 2001 as one of 18 M-TEC facilities across the state, the Groves Center was financed by a $5 million grant from the Michigan Economic Development Corporation, plus $6 million in matching funds provided by area companies and foundations.

The Groves offers fast-track training programs that are designed with input from local employers. Available career academies include the Wind Turbine Technician Academy, which was initially launched in 2009 and has quickly earned a reputation as the premier training source for wind industry professionals. Other career academies offered at The Groves include Corrections Officer Academy, Hospitality Academy, Mechatronic Systems Technician Academy, and the CNC Operator Academy.

The Groves also offers customized workforce development training for area employers. Staff there works closely with business to ensure that services align with the employment needs of the region. Business and community leaders turn to the Groves Center for state-of-the-art education and training.
In cooperation with Bronson Healthcare and Kalamazoo Community Mental Health and Substance Abuse Services, Kalamazoo Valley developed a campus focused on wellness and food sustainability.

The **Bronson Healthy Living Campus** (BHLC) is located on 13.3 acres of land donated by Bronson Healthcare, where Kalamazoo Valley has expanded its curriculum to include brewing and training in culinary arts, sustainable food production and safety; all part of the college’s efforts to increase community understanding of and access to healthy food and nutrition.

Many special services and programs are available on all of the college's campuses -- a thriving Honors Program; comprehensive learning, tutoring and testing centers that offer one-on-one assistance; and the International Studies Program that includes more than 130 courses emphasizing the global aspects of everything from accounting to wellness.

For more information, virtual tours and photos, please go to [www.kvcc.edu](http://www.kvcc.edu)

**OPPORTUNITY OVERVIEW:**

Reporting to the president, this position is the college’s senior Human Resource manager and serves on the president’s management team.

The vice president is responsible to lead, direct and provide strategic direction for all Human Resource functions and operations. The operations encompass labor strategy, negotiations and contract administration; disputes case management and resolution; talent acquisition and management; performance consultation; benefits administration; compensation and classification system; retention practices; and policy, procedure development and implementation.

The vice president will serve as the college’s representative responsible for enhancing the performance and success of employees. This charge will require concentrated efforts to create and deliver talent management solutions which embrace and address the Kalamazoo Valley Community College commitment for employee success.

A significant portion of this position’s time and work efforts are focused on labor relations with the college’s two bargaining units. The college employs approximately 255 regular full-time employees, 137 full-time faculty and approximately 200 part-time faculty. The employee disputes/employment litigation and performance problems is a case load of approximately 3-4 active matters at any one time.

The vice president provides leadership to a department of 7 full time regular employees.
Minimum Requirements:
1. Master’s Degree
2. Progressive leadership experience in Human Resources.
3. Labor relations experience encompassing significant exposure to bargaining, grievance process, contract administration, and dispute resolution.
4. Proven experience in the design, implementation, management and review of Human Resource functions. Work history which demonstrates personal initiative in, and ownership of, assigned areas of responsibility as well as the proactive implementation of change.
5. Demonstrated understanding, knowledge and ability to interpret Human Resources policies, procedures and employment laws.

Other Important Characteristics:
1. Ability to use standard office productivity software and tools.
2. Appreciation for and support of the mission and culture of the college. Commitment and/or experience promoting and fostering an environment that is supportive of individuals from diverse cultures and backgrounds.
3. Demonstrated work history of providing high quality, strong customer-oriented services including: problem solving; strong listening and communication skills; coordination of work effort with others; extensive follow-through and follow-up; experience identifying customer needs; conflict resolution; ability to put customer before self; and creation of user friendly communications.
4. Strong analytical, organizational, problem solving, logic and research and documentation skills; ability to efficiently organize and manage large amounts of information; attention to detail.
5. Ability to work successfully in a high stress environment, handling multiple tasks and projects simultaneously. Demonstrated history of on-time and on-budget delivery of projects; project coordination; and anticipation of issues.
6. Ability and willingness to perform both managerial and professional/technical/administrative tasks.
APPLICATION PROCESS:

Please direct inquiries and nominations to the College’s search consultant:

   Angela Provart, President Pauly Group, Inc.
   3901 Wood Duck Drive, Suite E Springfield, IL   62711
   Phone: 217-241-5400
   E-mail: aprovart@paulygroup.com

Please submit electronically to aprovart@paulygroup.com the following documents as MS Word or Adobe Acrobat attachments: (1) a cover letter that addresses the Minimum Requirements; (2) a current résumé; and names and contact information of three (3) professional references. The committee will begin review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by Tuesday, July 11, 2017 receiving priority consideration. All applications are confidential and references will not be contacted without the expressed authorization of the applicant.

“As an employer, KVCC encourages, welcomes, and fosters differences because we believe that diversity makes us great. Diversity extends beyond race, religion, sexual orientation, gender identity, and disability, and encompasses people of all abilities, identities, circumstances, and characteristics. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we continue to enrich lives by teaching and serving our community with excellence.