



**MILWAUKEE AREA TECHNICAL COLLEGE
invites applications for the position of:**

Vice President, Human Resources

SALARY: \$135,434.00 - \$165,000.00 Annually

OPENING DATE: 11/01/18

CLOSING DATE: 11/30/18 10:00 PM

DESCRIPTION:

The Vice President of Human Resources is an important and valued member of the President's Cabinet. The VP of HR strategically leads the Human Resources Department using best policies, practices and trends in the industry. This position will develop a high performance culture that emphasizes engagement, empowerment, quality standards, goal attainment, recruiting and retaining talent as well the development and growth of a superior workforce. The VP will champion and role model the values of the college and drive a service-oriented culture by promoting the college's customer service standards. The VP will help to strategically position the college as a preferred and best-place to work employer in the district.

The VP of HR will serve as a change agent for systems and processes related to talent management, succession planning, equity and inclusion, multiculturalism, innovation, collaboration, employee recognition, compensation and benefits programs, legal compliance, data analysis and other HR systems.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Duties listed may vary in terms of relative importance and others may be added or eliminated as this position develops.

1. Leads and implements human resource strategies and programs in alignment with the institution's strategic plan to improve workforce culture and performance. Serves on the President's Cabinet to provide strategic direction for HR issues.
2. Ensures the ongoing assessment of the market position of HR programs and processes to ensure best practice implementation is aligned with the strategic goals of the College.
3. Oversees and implements exemplary HR practices including, but not limited to, employee recruiting/hiring, onboarding, performance management, engagement, recognition and retention programs.
4. Oversees the development, implementation, and evaluation of human resource planning models to identify competency, knowledge and talent gaps and develop specific programs to fill the identified gaps. Areas of activity will include talent management through proper succession planning programs for key contributor and management positions, training and development programs for preparing employees for more significant responsibilities, and other training and development programs to enhance employee knowledge and understanding of their role and responsibilities.
5. Establishes credibility throughout the organization through role modeling the college's values, being an effective listener and collaborative problem solver of people issues.
6. Enhances and/or develops, implements and enforces HR policies and procedures of data systems that improve the overall operation and effectiveness of the institution.

In particular, manages the human resource information systems database and provides necessary reports for critical analyses of the HR function and the employee resources.

7. Ensures full compliance with all applicable federal, state and local laws and Wisconsin Technical College System (WTCS) administrative code.
8. Manages the human resources staff and operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; determining productivity, quality and customer service strategies; resolving problems and implementing change.
9. Enhances and/or develops and oversees the administration of employee benefits and compensation programs, including monitoring unemployment and worker's compensation claims.
10. Plans, recommends, and implements annual budget for the department in accordance with college policies; ensures effective operations within those controls.
11. Establishes and maintains communication and cooperative working relationships with District personnel, other educational institutions, and the business community.
12. Develop and implements an effective college-wide internal communication system to improve employee awareness and engagement.
13. Leads the Core Committee associated with the strategic goal on workforce engagement and innovation.
14. Oversees and develops/enhances the college's diversity, inclusion and cultural competency program; ensures compliance with equal employment opportunity and Title IX requirements including complaint investigation and resolution.
15. Other duties are related or assigned.

QUALIFICATIONS:

Requires a Bachelor's degree in Human Resources Management or related field; a Master's degree, law degree or SPHR designation is preferred; and ten (10) years of progressively responsible professional level experience in labor relations, employment, compensation, benefits, and human resources management, seven (7) of which must have been in an administrative management capacity; preference will be given to candidates with experience in an educational institution or in the public sector; any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities to include the following:

1. Extensive knowledge of the principles, practices, and techniques of human resources administration in a public educational setting.
2. Extensive knowledge of labor relations, compensation, benefits, human resources information systems, and employment functions.
3. Experience in the development and implementation of policies and procedures.
4. Experience in working with all levels of employees within a large and complex organization similar to MATC.
5. Ability to do public speaking and to communicate effectively through both oral and written means.
6. Ability to handle complex administrative situations and problems.
7. Ability to work with persons from different socio-economic, racial, and ethnic backgrounds; and has a commitment to enhancing diversity throughout organization.
8. Ability to establish and maintain effective working relationships with the MATC Board, employees, students, representatives from outside organizations and the general public.

SUPERVISORY RESPONSIBILITIES:

Supervises a moderate-sized staff of managerial, professional, and clerical human

resources personnel.

Excellence through diversity. MATC is an Affirmative Action/Equal Opportunity Employer and strongly encourages individuals of all backgrounds to apply.
APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.matc.edu>

Position #2018-02170
VICE PRESIDENT, HUMAN RESOURCES
LD

700 W State Street
Milwaukee, WI 53233
414-297-8960

jobs@matc.edu

Vice President, Human Resources Supplemental Questionnaire

- * 1. What is the highest degree you have completed from an educational institution?
 - No High School or GED
 - High School or GED
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctoral Degree
- * 2. Please list your degree major and minor.
- * 3. What is the largest organization you have overseen in a Human Resources Capacity?
- * 4. Briefly describe your interest in this position and working within MATC:
- * 5. Do you hold any professional certifications related to this position:
 - Yes
 - No
- * 6. Do you have experience working in a technical college or higher education environment?
 - Yes
 - No
- * 7. Do you have experience working with diverse populations? (Example employers include: Americorps, Military Experience, the Peace Corps, Public Allies, Vista Volunteers of American etc) OR are you bi-lingual?
 - Yes
 - No
- * 8. (INTERNAL APPLICANTS ONLY) Please list all positions previously and currently held at the college. (External applicants type N/A)
- * 9. (INTERNAL APPLICANTS ONLY) Please specifically describe how your previous or current duties/experience relates to this position. (External candidates type N/A)

* Required Question