**Vice President, Human Resources & Organizational Effectiveness Standard Job Description**

**Classification Title:** Vice President, Human Resources & Organizational Effectiveness

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Vice President for Human Resources & Organizational Effectiveness, under general direction, reports to the President and is a member of the Presidents executive leadership team. The Vice President for Human Resources & Organizational Effectiveness provides leadership, fosters strategic collaborations, and drives organizational effectiveness to help the human resources division achieve its mission.

**Essential Duties and Tasks:**

**20%: Chief HR Officer**

* Serves as Chief Human Resources Officer and senior level advisor to the President in providing strategic and operational guidance on all human resource issues

**15%: Collaboration**

* Collaborates with the dean of faculties in support of faculty hiring processes.
* Ensures that employees are supported in their educational, research, and service activities to assume social and civic leadership and responsibility, and to thrive in an intellectual environment where the human mind and spirit is nurtured for success.

**15%: Leadership**

* Mentors, coaches, engages, and teaches employees in an effort to promote a common understanding and appreciation for the university s land-grant mission, and for the role everyone plays, together, in addressing the needs of an increasingly unique and global community

**10%: Employee Development**

* Establishes and maintains collaborations and partnerships between the division and academic affairs in teaching, training, mentoring, and educational development of all Texas A&M University employees.

**10%: HR Services**

* Provides comprehensive employee services and programs that create and foster a productive and accepting environment in which university employees can work and thrive, with an emphasis on career ladder development, climate, and employee development, as the university maintains its standard as an employer of choice.

**10%: Promotion of Services**

* Promotes effective employee services and programs that foster an employment environment that values all individuals and builds a climate of respect and engagement for all employees.
* Promotes effective employee services and programs that align with the University’s strategic direction and effectively articulating their importance to the campus community.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or equivalent combination of education and experience.
* 10 years of human resources leadership experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 35 hours.
* Telephone: 3 hours.

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**