**Associate Vice President, Human Resources Standard Job Description**

**Classification Title:** Associate Vice President, Human Resources

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Associate Vice President, Human Resources is responsible for assisting the Vice President for Human Resources & Organization Effectiveness (VP HROE) in leading strategic efforts within the division including HR specific initiatives from the administrative review, change leadership/management, defining and advocating organizational effectiveness, centralization efforts, succession planning, and engagement.

**Essential Duties and Tasks:**

**30%: Administrative Review**

* Assists in administering the VP HROE’s role in coordinating efforts with COO to manage HR specific initiatives related to the university’s administrative review report, including implementation and transition team efforts regarding strategy, employee relations, staff/management awareness and impacts, defining new roles/structures, and consolidation efforts.

**25%: Change Leadership/Management**

* Supports the VP HROE’s change leadership initiatives.
* Fosters HROE strategic planning and external constituency impact, including structural changes and optimizing operational efficiency.
* Enhances collaboration with HR and Workday and centralized services.
* Oversees succession planning and engagement initiatives. Leverages organizational development/coaching, onboarding, engagement, career paths, and centralized recruitment in fostering a community of collaboration, collegiality, and retention.

**25%: Organizational Effectiveness**

* Provides ongoing support of VP HROE’s emphasis on defining and advocating true organizational effectiveness.
* Appropriately articulates associated vision/strategy, driving and defining culture, and remaining committed to the results that the University requires to thrive.
* Builds an environment where individuals and teams deliver on their commitments and expectations.
* Establishes and monitors a common set of measurements to track operations, opportunities, and improvements.
* Oversees efforts in selecting, retaining, and developing the talent appropriate for roles and responsibilities necessary to achieve success of goals and objectives.
* Leverages technology and human capital to implement the means and methods to optimize efficiency and communication.

**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**