



**Western Oregon**  
**UNIVERSITY**

Invites Applications and Nominations for the  
Position of:

**Executive Director of  
Human Resources**

## The Opportunity

Western Oregon University invites applications and nominations for the position of Executive Director of Human Resources. The Executive Director will serve as the head of the Human Resources function and as a key partner and peer to the leadership team in leading and creating initiatives, systems, and best practices to recruit, develop, and train a diverse and high-performing workforce and who will build an organizational culture that supports advancement of our mission and strategic plans. The Executive Director will report to the President. Applicants for this position should be equity-minded and have the ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. Creating a culture of openness and belonging remains a priority as we seek to make WOU a special place for students, faculty, and staff.

## The Role of the Executive Director of Human Resources

The Executive Director of Human Resources provides guidance, direction, and vision to the university for all Human Resources functions and is responsible for ensuring operational excellence in all functional areas managed by HR, either directly or through the supervision of staff; determining strategic and operational priorities as the unit develops and implements short and long-term initiatives in service of enhancing Human Resources functions at WOU; regularly evaluating Human Resources operations to ensure processes, systems, and workflows are efficient, align with the university's strategy and mission, and are consistent with industry best practices; providing leadership for the development, implementation, and ongoing maintenance of technology systems, standard operating procedures, and university policies and processes; facilitating successful partnerships with stakeholders at all levels of the organization; supporting and mentoring Human Resources staff as the unit's senior leader and a staff supervisor; and developing shared processes and workflows with operational partners, including (but not limited to) the Office of Diversity, Equity & Inclusion, the Office of the General Counsel, and University Computing Solutions.



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Representative duties and responsibilities of the Executive Director role include, but are not limited to, the following functional areas:

### Human Resources Operations

As a collaborative and supportive supervisor, lead the Office of Human Resource in its work administering its functional areas:

- Payroll
- Talent Acquisition & New Employee Onboarding
- Benefits & Retirement

- Employee Accommodations & Interpreting Coordination
- Salary Administration & Employment Classification
- Data Management, HRIS, & Reporting
- Employee Relations
- Learning & Development
- Performance Management

In addition, ensure Human Resources policies, practices, and processes are in compliance with State and Federal laws and regulations, as well as university policies and administrative rules. Lastly, implement and maintain a systematic process to regularly evaluate and, if needed, improve Human Resources' programs and services.

## Compliance

- › Serves as the Affirmative Action Officers for the institution, responsible for developing and monitoring the university's Affirmative Action Plan and ensuring the university's employment and recruitment efforts are consistent with Affirmative Action and Equal Opportunity requirements
- › Serves as a Deputy Title IX Coordinator.
  - Works with the Title IX Coordinator to coordinate and facilitate compliance with Title IX regulations.
  - Assists the Title IX Coordinator with investigations involving all classifications of university employees.
  - In collaboration with the Title IX Coordinator, may oversee, coordinate, and conduct investigations, responses, and resolutions to complaints.
  - Assist the Title IX Coordinator with implementation of educational programs regarding discrimination and sexual harassment prevention.
- › Serves as a key compliance partner for the employment-related aspects of Title IV, Title VI, Title VII, Title IX, Section 504, and the Americans with Disability Act

## Labor Relations & Employee Relations

- › Partners with other members of university leadership (e.g. Provost, General Counsel) to negotiate and administer collective bargaining agreements with SEIU Local 082 and Western Oregon University Federation of Teachers (WOUFT); contributes to ongoing labor relations, including participating in meetings and discussions with union leadership (i.e. Joint Labor Management Council)
- › Provides counsel and advice to employees, supervisors, and administrators to resolve or respond to workplace conflict, support performance management, and ensure any progressive discipline aligns with university policy and procedure
- › Partners with other members of university leadership (e.g. Provost, General Counsel) to manage grievance processes for faculty, classified staff, and unclassified staff

## Workforce Planning and Development

- › Provides leadership and guidance for workforce planning, compensation and classification, position review and development, and organizational planning, both through direct consultation and the development of appropriate benchmarks (e.g., salary studies)
- › In partnership with the Office of Institutional Research, the Executive Director ensures Human Resource data is available and accurate for internal and external reports, including regular, standing reports and responses to ad hoc requests, as well as reports to state, federal, and accrediting agencies
- › Guides the development and maintenance of a comprehensive learning & development program for the university's workforce that provides job-related training and programs that support professional growth

## University Leadership

- › Provides vision and strategic leadership for a comprehensive human resources program; set short-term and long-term priorities for Human Resources
- › Serves on the President's Cabinet and other university committees and task forces
- › Supports processes and policies that involve stakeholders, develop partnerships at all levels of the organization, and promote shared governance
- › Special projects or initiatives as assigned by the President

## Human Resources

The mission of Human Resources is to partner with campus to help create and promote a human-centered organizational culture anchored in diversity, equity, inclusion, accessibility, and respect. Human Resources provides vision and strategic leadership necessary to create a positive working environment that positions WOU to attract and retain a highly qualified and diverse workforce.

Human Resources' operational areas include recruitment and employment, employee relations, compensation and salary administration, payroll administration, benefits and retirement, workforce planning, performance management, employee learning and development, HRIS and employee records management, and interpreting services. Human Resources provides subject-matter expertise to the university related to these functional areas and participates in the development and interpretation of related university policies.

Human Resources works to ensure compliance with regulations related to employment, including Affirmative Action/Equal Opportunity, Title IV, Title VI, Title VII, Title IX, Section 504, and the Americans with Disability Act, either as the responsible compliance officer or in partnership with compliance officers in other units. Human Resources contributes to the labor relations at WOU, through involvement with collective bargaining negotiations and implementation of collective bargaining agreements. Human Resource is staffed by approximately 15 staff members that support its operational areas and has an annual operating budget of approximately \$1.3M.

## Qualifications and Experiences

### **Required:**

- › Bachelor's degree
- › Seven years of professional Human Resources experience; this experience should be progressive and include time spent supervising and directing the work of Human Resources staff/teams, as well as exposure to multiple operational areas
- › Experience working in a unionized environment, a large complex organization, public sector, and/or higher education
- › Experience supporting compliance with federal and state laws/regulations related to employment and/or higher education (e.g. Affirmative Action, Title IX, ADA, Respectful Workplace, FMLA, etc.)
- › Evidence of experience supporting a team of professional staff and fostering a collaborative working environment
- › Evidence of a commitment to developing and fostering diverse, equitable, inclusive, and accessible work environments
- › Experience in organizational development, change management, strategic planning, and/or policy-making
- › Evidence of effective relationship building and/or communication skills

### **Preferred:**

- › Graduate degree in related field
- › Society for Human Resources Management (SHRM) certification and/or Human Resources Certification Institute (HRCI) certification
- › Experience developing and implementing strategies to improve the recruitment and retention of diverse populations
- › Experience working with collective bargaining units
- › Evidence of effective relationship building and/or communication skills with a wide array of constituents (e.g. faculty, staff, administrators, and shared governance representatives)

## About the University

Western Oregon University, one of Oregon's oldest public institutions of higher education. It began as a private institution in 1856 and was incorporated into the state system as a teacher training institution in 1882. The campus occupies 160 acres in Monmouth, a town of about 10,000 people in the mid-Willamette Valley. The university, which offers undergraduate and graduate degrees in arts and sciences, education, and professional areas, is known for small class sizes, a focus on sustainability, and a diverse liberal arts education in a student-centered environment. In 2015, Western Oregon University became an independently governed institution with its own board of directors, as did the other public universities in the Oregon University System. Western Oregon University is accredited by the Northwest Commission on Colleges and Universities (NWCCU) and is designated a four-year public, mid-sized institution with a master's large Carnegie Classification.

### Fast Facts:

- > Enrollment: 4,019
- > Student to faculty ratio: 12:1
- > Average class size: 18
- > Students of color: 37%
- > School colors: Red and white
- > Mascot: Wolf
- > Athletics: NCAA Division II
- > Great Northwest Athletic Conference
- > Designated Emerging HSI

To review Western Oregon University's strategic plan, please visit: <https://wou.edu/planning/>.

## About Monmouth, Oregon

Monmouth, located in the heart of Oregon's lush Willamette Valley, is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub. The population was 11,110 in the 2020 Census. Monmouth is a quaint community in the heart of Oregon's wine-growing region. Antique shops, galleries and wineries welcome visitors, while an outdoor amphitheater hosts community celebrations and musical performances.



Miles of bike trails along with canoeing and kayaking on the Willamette River add to the tranquility of these charming small towns. Other unique communities and towns nearby include Independence, Rickreall, Dallas, Bridgeport, and Falls City.

For additional information about Monmouth, please visit: <https://www.ci.monmouth.or.us/>.

# Nomination and Application Process

## Salary

The position works on-site at Western Oregon University and is a full-time, 12-months administrative position with an excellent benefits package. Salary is competitive and commensurate with experience.

## How to Apply

Greenwood Asher & Associates is assisting Western Oregon University in this search. Applications and nominations are now being accepted. Confidential inquiries, nominations, and application materials should be directed to Greenwood Asher & Associates. Submission of application materials as separate PDF attachments is strongly encouraged. Application materials must include: 1) a letter of interest stating how the candidate's experiences and qualifications address the expectations and strategic priorities of the position, 2) a curriculum vitae, 3) names, addresses, telephone numbers, and email addresses of five references for future contact. The applicant must also include their professional relationship to each provided reference. References will only be contacted with the permission of the candidate. All candidate names will remain confidential, except for those individuals invited for a campus interview. Initial screening of applications will begin immediately and will continue until an appointment is made.

Inquiries, nominations, and application materials should be directed to:

Robert Caret  
Vice President for Executive Search  
Greenwood Asher & Associates  
E-mail: [bobcaret@greenwoodsearch.com](mailto:bobcaret@greenwoodsearch.com)

Denice Perdue  
Senior Executive Search Consultant  
Greenwood Asher & Associates  
E-mail: [deniceperdue@greenwoodsearch.com](mailto:deniceperdue@greenwoodsearch.com)

For more information about WOU, please visit: <https://wou.edu/>.

*WOU prohibits discrimination on the basis of race, color, sex, national or ethnic origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, and gender expression in all programs, activities and employment practices as required by Title IX, other applicable laws, and policies. Retaliation is prohibited by WOU.*