AVP – Human Resources

Alvernia University is seeking an individual to lead the University's Human Resources function.  The AVP - Human Resources is responsible for providing leadership and direction in all areas of Human Resources, including: employee engagement, compensation and benefits, recruitment, performance management, organizational development, employee relations, training and development, policies and compliance as well as establishing the strategic direction and functional integration of HR initiatives throughout the organization.  The AVP and HR team will work closely with University leadership to influence and drive employee behavior and outcomes, modeling behaviors and best practices which promote a positive workplace, drive business results, and demonstrate excellent customer service and hospitality.  S/he will also be responsible for developing and executing all initiatives and programs impacting the total employee experience.

**Primary Duties and Responsibilities:**

         Manages all functional human resources areas that include but are not limited to: HR informational systems, ensuring the integration of the HRIS with other ERP & Benefit providers systems (specifically, ADP Workforce Now); state and federal regulatory compliance including regulations specific to higher education; benefits and compensation analysis; recruitment; employee relations; training and development; and implementation of policies and programs.

         Implements a holistic performance organizational development strategy, inclusive of experiences, feedback and coaching, and supports the leadership team in the deployment of best-in-class talent.

         Assesses the organization’s current workforce and provides a suite of exceptional development solutions aligned with the University’s strategic growth plan for succession planning purposes.

         Creates a culture of talent management and ongoing professional development to ensure meaningful progression of aspiring leaders towards future roles to ensure acceleration through the talent lifecycle.

         Responsible for compensation strategies that recognizes & rewards strong performance to drive the University’s business and strategic plans.

         Responsible for annual benefits to include, the negotiation, and securing of the most cost-effective plan while maintaining competitive levels of coverage. Needs to be proactive regarding trends that are occurring in the marketplace to ensure Alvernia has the most competitive and cost-effective benefit programs.

         Directs activities/programs to support open and effective communication between leadership and the workforce and maintains a positive organizational climate. Supports University leadership in communications to employees regarding employee benefits, compensation, rewards, organizational changes, and special events.

         Consults to, advises, and assists management at all levels in maintaining and strengthening their effectiveness with the employees they supervise/manage and in driving effective coaching, employee engagement, and satisfaction.

         Implements best practices in HR administrative areas that are efficient, effective, legally compliant, including best use of current systems. Drives continuous improvement in HR organizational efficiency.

         Ensures that the University is compliant with appropriate ERISA, EEOC, AAP, EADA, HIPAA, Title IX, state and federal laws and regulations. Keeps senior leadership informed of legal issues which affect Human Resources, and helps direct the efforts of management to maintain favorable employee relations and legal compliance.

         Functions as a strategic business partner to the President, University leadership, faculty, and staff, not only filling the traditional role of HR leadership at Alvernia, but also understanding the business in order to manage and mentor throughout the University.

         Creates an HR environment where employees feel comfortable asking questions, seeking counseling, and learning more about career enhancement.

         Regularly reviews metrics and trends that impact operational effectiveness and business performance of Human Resources, specific departments, and the University.

         Effectively assesses employee engagement/satisfaction and optimizes the results by making appropriate changes to improve the University.

         Leads change process to enhance University’s culture, which emphasizes a community-based service philosophy, continual improvement, and teamwork.

         Assumes a visible role in the community through leadership involvement in selected non-profit and professional organizations.

**Experience & Qualifications:**

         8 – 10 years demonstrated experience in professional roles, including progressive management responsibility’s

         In-depth knowledge and expertise in multiple HR disciplines.

         Proven expertise and in-depth knowledge of OD methods and practices is helpful.

         Subject matter expert in all aspects of employee performance management.

         Undergraduate degree in human resources or a business-related degree or applicable work experience in lieu of degree.

         An advanced degree is helpful especially in organizational development or change management.

         Human resources professional certifications (such as PHR, SPHR) are preferred.

         Experience leading teams, influencing leadership, and collaborating across all lines of business.

         Proven ability to understand business strategy with the ability to translate it into solutions that support the University’s business goals.

         Proven record as a strong leader and manager of people.

**About/History:**

Alvernia University is a distinctive Franciscan institution, grounded in the Catholic and liberal arts traditions, that combines diverse academic opportunities with personal attention and an unmatched commitment to community service.

Situated on a scenic 121-acre suburban campus in historic Berks County, Pennsylvania, the University of more than 3,000 students is conveniently located near Philadelphia (61 miles) and within an easy drive of New York, Baltimore, and Washington, D.C. With Colleges of Arts and Sciences and Professional Studies, Alvernia offers more than 50 undergraduate majors and minors. In addition, Alvernia offers a range of graduate programs at the master’s and doctoral levels through its School of Graduate and Adult Education. As one of only 24 Franciscan institutions in the country, Alvernia’s focus on caring for each other, the environment and the community are joined with a challenging educational experience to provide an unparalleled environment to grow, develop and mature as a person and professional.

Diversity Statement:

Seeking candidates who are committed to excellence of inclusion through working with all constituents of the entire Alvernia community.

Alvernia University is an equal opportunity employer committed to Franciscan values and achieving excellence through diversity and inclusion.