The Vice President for Human Resources reports to the UNC System’s Chief Operating Officer and is a member of the President’s leadership team. This individual provides system-wide leadership and strategic direction for the delivery of human resource policies, programs and services. Among the challenging roles of the Vice President are: (1) advising the President, cabinet, and the system Board of Governors on human resources and equal opportunity issues and policies of University-wide importance; (2) leading strategic planning and the implementation of resulting policies affecting the system; (3) collaborating with campus chancellors and chief human resources officers on University-wide initiatives; (4) focusing on campus missions and implementing the human resources portion of the University’s strategic plans; (5) providing oversight and strategic consultation and guidance to senior administration and ensuring that the human resources functions are aligned with the mission of the University of North Carolina; (6) serving as the UNC System’s EEO Officer; and (7) facilitating campus-specific and University-wide best practices by serving as a leader, mentor, and advocate relating to human resources issues.

Duties and Responsibilities

The Vice President for Human Resources is responsible for leading the University’s strategic direction for the delivery of human resource policies, programs and services for employees at the system office as well as the 17 campuses of the consolidated UNC system. The Vice President works to promote an environment that creates strategies to increase and foster diversity; develops strong collaborative relationships with various state agencies and entities such as the Office of State Human Resources, the North Carolina State Employees Retirement System, the North Carolina State Health Plan, the Office of State Budget and Management, the Office of the State Controller, and the Fiscal Research Division of the North Carolina General Assembly to improve human resource policies, programs, and services for UNC employees; convenes the UNC HR Council composed of campus senior human resource and academic affairs personnel officers to foster collaborative relationships, build consensus, promote strategic thinking and planning, share best practices and improve the effectiveness and efficiency of human resources and separately convenes the campus EEO Officers for similar purposes.

The Vice President for Human Resources interacts regularly with the President, Board of Governors, Vice Presidents, Chancellors, Provosts, Deans, Chief Human Resource Officers, EEO Officers, administrative and academic department heads, faculty, staff, other University constituents and affiliates, and persons and entities outside the University. The Vice President for Human Resources must provide outstanding leadership and be committed to the highest standards of excellence and integrity regarding human resources issues. In addition, this individual will facilitate the work of Chancellors and campus Chief
Human Resources Officers and EEO Officers, especially as they work together. The Vice President will enable and inspire excellence in initiatives respectful of the distinctive character and mission of each UNC campus.

Other specific responsibilities and expectations for the Vice President for Human Resources include:

- Functional experience in most subject areas within Human Resources such as salary administration, benefits administration, employment, employee relations, classification and compensation, training and talent development, and EEO/AA;
- Leadership style that emphasizes collaboration, teamwork and facilitation;
- Demonstrable experience with respect to shared governance, including the ability to communicate and facilitate collaboration within a shared governance structure;
- Strategic thinking and analytical problem-solving abilities;
- Working knowledge of and ability to use information technology to propose policies and develop reports;
- Strong fiscal and personnel management skills;
- Outstanding organizational, interpersonal, and advocacy skills;
- Excellent written and oral communications skills; including the ability to communicate effectively with internal and external groups;
- Ability to link duties and responsibilities to the University's mission of education, research and public service;
- Demonstrated commitment to diversity and the ability to work with diverse constituencies;
- Demonstrated record of treating people with dignity and respect; and
- A sense of humor and the ability to work well with groups and individuals.

**Educational and Experience Requirements**

- Require successful completion of ten years of progressively responsible human resources leadership experience- three years of which should be in a managerial role.
- Require a Master’s degree (or equivalent).
- Strongly prefer human resources leadership experience on a public college or university campus or multi-institutional environment.
- Prefer experience with HR policies and procedures within the UNC system.