



Vice President of Human Resources

Administrator 6

Permanent, Full-Time

Minnesota North College is seeking to fill a permanent, full-time Vice President of Human Resources.

The Vice President of Human Resources is responsible for leading all human resources functions including staffing, labor relations, classification and compensation, faculty credentialing, benefits, staff development, performance management, policy development and transactions. This position participates in strategic planning for the college and is a catalyst for achieving Minnesota State Equity 2030 goals and driving organizational change, which embraces the evolving workforce and workplace. This position is a member of the Executive President's Cabinet.

This position fulfills all human resources functions in the best interest of the College ensuring compliance with state and federal laws, regulations and procedures and the policies of Minnesota North College.

This position requires occasional travel to Minnesota North College campuses.

Work Location: Mesabi Virginia Campus.

Work Hours: Monday – Friday; 40 hours per week

Salary Range: \$93,713 - \$149,940

GREAT BENEFITS PACKAGE! *Includes low cost medical and dental insurance, employer paid life insurance, short- and long-term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and one floating holiday and 11 paid holidays each year. Learn more at: <https://mn.gov/mmb/segip/>*

DEADLINE TO APPLY: **May 13, 2024**

Application Procedure:

Applicants must apply online using Minnesota North College's People Admin online application:

<https://nhed.peopleadmin.com/postings/1733>

Please upload the following information with your People Admin application:

- Cover letter
- A current resume
- A list of three professional references with contact information
- Unofficial copies of academic transcripts and licenses (official will be required at time of hire); Foreign Transcripts will need a Foreign Transcript Evaluation (paid for by the applicant) completed. <https://www.naces.org/members>

QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree in human resources management, business, or related field.
- Experience in human resource management.
- Demonstrated ability to work successfully with persons of diverse backgrounds and commitment to affirmative action in staffing and operations.

- Demonstrated ability to identify and address issues and concerns in a diplomatic, sensitive, and confidential manner.
- High degree of computer literacy, including proficiency and demonstrated ability to use technology to develop business process efficiencies.
- Excellent written, verbal, and interpersonal communications skills, organizational and problem-solving skills, and attention to detail.
- Valid Minnesota driver's license.

Preferred Qualifications

- Experience in public sector human resource management. Knowledge of interpreting and complying with federal and state legislation, and state, system, and college policies.
- Demonstrated genuine commitment to inclusiveness and shared governance in leadership and decision making.
- Employee relations/labor relations experience, including negotiating and managing collective bargaining agreements and maintaining sound business relationships with union representatives.
- Demonstrated ability to foster participation of others and to work effectively and collaboratively with administrators, faculty, staff, students, and other constituents of the college.
- Experience in strategic planning, project management, and change management.
- SPHR or equivalent professional HR certification.

For questions regarding this posting, please contact Kaylin Ryan, HR: kaylin.ryan@minnesotanorth.edu

Minnesota North College is comprised of six campuses including Hibbing, Itasca, Mesabi Range (Eveleth and Virginia), Rainy River, and Vermilion. Our campuses are rooted in their communities' rich histories of providing access and opportunity to higher education across northern Minnesota for over 100 years. We are committed to our role as leaders in education, partnering with local schools, business and industry, and government to create opportunities for students and the region.

We look forward to continuing to serve our students, employees, and communities long into the future, and we hope you choose to *Head North* and join us as an employee for Minnesota North College!

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, persons with disabilities and veterans. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling Carmen Bradach, Vice President of Human Resources (218) 550-2502. AA/EO, Veteran Friendly.