Invitation for Applications for

Associate Vice President of Human Resources

Oregon TECH

Oregon Institute of Technology

Associate Vice President of Human Resources

THE POSITION

- Position Type: Administrative
- College/Division: Finance and Administration
- Department: Human Resources
- Work Location: Klamath Falls
- Appointment: 1.0 FTE, 12 Months, Full Time
- Annual Salary: Competitive salary with excellent benefits package is commensurate based on education and experience

The Associate Vice President of Human Resources (AVPHR) serves as Oregon Tech's Chief Human Resources Officer (CHRO), Affirmative Action Officer, and a Deputy Title IX Coordinator. The AVPHR is responsible for developing and executing human resource strategy in support of the overall business needs of the University while fostering the strategic mission and operational human resources functions; providing guidance and leadership in planning, developing a progressive, innovative, efficient and collaborative HR organization that supports a culture of engagement by implementing programs and policies that recognize the diversity of the University community, enhance organizational effectiveness, and ensure quality retention, training and development of employees. The AVPHR provides strategic leadership by articulating HR needs and plans to the Executive and Senior Leadership Teams, as well as represents the University on Human Resource matters associated with employment related matters involving Federal/State Agencies.

The AVPHR leads the Office of Human Resources (OHR), supporting HR matters across Oregon Tech's locations including Klamath Falls, the Portland metro area, Salem, Scappoose, and Seattle. This position reports to the Vice President of Finance & Administration (VPFA) and is based out of Klamath Falls, Oregon. (*Temporary and/or partial remote work arrangements may be considered during the transitional period*.)

This position is responsible for overall administration of Human Resources including budget planning and management, setting goals and departmental objectives, staff assignments and organizations, and direct supervision of office administrative staff. This position's primary responsibilities include:

- Establishing overall leadership, strategic direction and operational management of Oregon Tech's human resources functions. Focus on change management and cultivating a service oriented human resources culture.
- Identifying, spearheading and negotiating opportunities to attract world class talent to a growing institution.
- Creating a human resources environment that provides the institution with a sustainable, competitive advantage.
- Expanding human resources expertise throughout the university to support the institution's unique mix of engineering, healthcare and applied business and social science programs.

Implementing and overseeing the institution's employment, affirmative action, diversity and compliance policies, in a decentralized yet highly regulated academic environment.

Associate Vice President of Human Resources

THE DEPARTMENT

The Office of Human Resources (OHR) offers professional human resources services to Oregon Tech faculty, staff, students, and university community. OHR is responsible for developing and administering Oregon Tech's human resources program that includes talent management, employment, labor relations, benefits, compensation, training and development, recognition, and other employee services. Our mission is to best serve Oregon Tech by being active participants in promoting Oregon Tech's vision, mission, and values and seeking to model best practices through our Office's core values. OHR partners with our faculty, staff, and leadership to support them in attaining their goals while protecting the interests of the University. For more information, visit: http://www.oit.edu/hr.

MINIMUM REQUIREMENTS

- Bachelor's degree in Human Resources Administration or relevant discipline.
- Eight (8) years relevant and increasingly responsible experience managing and implementing multi-faceted HR functions including supervisory experience.
- Experience working for a public institution.
- Experience managing and supervising teams.
- Experience in complex organization working with leadership in the development and implementation of effective HR strategy to meet the organization's goals.
- Experience managing HR functions in a union environment.
- Experience conducting workplace investigations.
- Willingness to live and work in Klamath Falls, Oregon. (*Temporary and/or partial remote work arrangements may be considered during the transitional period*.)

PREFERRED QUALIFICATIONS

- Masters' degree in Human Resource Management, Public Administration, Business Administration, or advanced degree in a relevant discipline.
- Experience managing HR functions in an institution of higher education.
- Direct experience negotiating union contracts.
- PHR, SPHR, or GPHR certification.
- Knowledge of Title IX and Title VII.

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BACKGROUND / PRE-EMPLOYEMENT CHECK

Any offer of employment to a successful candidate will be conditioned upon the University's receipt of a satisfactory background check, motor vehicle check, physical abilities check, and/or any other conditions of employment contained in the vacancy announcement.

APPLICANT DOCUMENTS

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Letter of Recommendation
2. Curriculum Vitae
3. Professional References List
4. License/Certification
5. Other Document

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY

At Oregon Institute of Technology, we don't just accept difference—we celebrate it, we support it, and we thrive on it for the benefit of our students, our employees, and our community. Oregon Tech is proud to be an affirmative action employer and equal opportunity workplace. We want applicants of diverse backgrounds and experiences.

If you are a member of one of the equity groups identified by applicable law, we encourage you to self-identify, where requested in our online application system. If you are a member of a socially or historically underrepresented or marginalized group or you have actively demonstrated a commitment to diversity and inclusion, we strongly encourage you to apply.

Oregon Tech is committed to providing access and reasonable accommodations in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation in the application or interview process, please reach out to the Office of Human Resource at 541-885-1028 or email us at: oithr@oit.edu.

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ABOUT OREGON INSTITUTE OF TECHNOLOGY

In 1947, Oregon Tech was founded as the Oregon Vocational School to train and re-educate returning World War II veterans. Today, Oregon Tech is *Oregon's Polytechnic University*. Offering bachelor's, master's, and soon a doctoral degree, Oregon Tech has exceptional programs in engineering, health technologies, business, technology, communication, and applied sciences that prepare students to be effective participants in their professional, public, and international communities through applied, relevant learning, and professional practice.

Oregon Tech enjoys a growing statewide footprint, which includes its main campus in Klamath Falls in a rural setting, a Portland-Metro urban campus in Wilsonville, additional educational and applied research campuses in Salem and Scappoose, and a growing online campus. In addition, Oregon Tech also has a campus in Everett, Washington, which has been educating Boeing professionals in the area for more than two decades.

With 47 bachelor's and master's degree programs and a recently approved doctoral degree program in physical therapy, Oregon Tech, as a university primarily focused on STEM programs, has seen consistent program growth driven by market demands. Oregon Tech nurtures highly skilled professionals for engineering, healthcare, business, technology, and applied sciences fields, emphasizing experiential, project-based under-graduate and graduate education, and applied research that ensures fully prepared graduates.

Oregon Tech was most recently ranked the #2 Top Public Western Regional College (U.S News & World Report), #2 in Annual Return on Investment in Oregon, and among the top 1% nationally for Return on Investment (PayScale), with a $63,100/year average starting salary for graduates. This success is backed up by enrollment increases of 35% in the last ten years to over 5,000 students; and by new in-demand degree programs, including cybersecurity, data science, and its first doctoral program in physical therapy, which is set to launch in 2022.

Oregon Tech's degree offerings have been attracting more students. Even amid COVID-19 concerns, Oregon Tech first-time freshman enrollment increased by 11% in the fall of 2020. Oregon Tech's growing diversity in all regards brings a richer educational experience for the students, making them more successful than ever: 96% of the graduates gain professional employment or seek an advanced degree within six months of earning their Oregon Tech degree. Oregon Tech graduates boast the highest average starting salaries in the state. Oregon Tech attributes this to dedicated faculty who provide personalized attention and are genuinely invested in their students' learning. Small classes and a favorable student-to-faculty ratio allow for an intimate campus environment and a personal approach that leads to high student achievement and career success.

Two traits that make Oregon Tech a special place include our sincere focus on our students and the impressive quality of the students we attract.

OREGON TECH COMMUNITIES

Oregon Tech has multiple campuses and teaching sites that serve the Pacific Northwest region and beyond.

Klamath Falls Campus is the University's original and largest campus. Nestled on the eastern slope of the Cascade Mountains on Klamath Lake, the 300+ acre campus offers students a comprehensive, residential experience and a full array of Oregon Tech's signature degrees. Programs and student activities often engage in the beautiful environment around Klamath Falls, with outdoor activities like skiing, hiking, biking, water sports, and all that nature offers. Renewable energy produced on campus from solar and geothermal sources provides a unique, sustainable environment, and a perfect complement to Oregon Tech's renewable energy engineering, environmental science, and other related degree programs. Approximately 2,200 students are enrolled at the Klamath Falls residential campus and the bulk of Oregon Tech's faculty and staff work on this campus.

Portland-Metro Campus is Oregon Tech's urban campus and is located about 15 miles south of downtown Portland in Wilsonville. In the heart of the Silicon Forest industry cluster, with more than 700 students, the Portland-Metro campus is designed to be a commuter campus. High-demand BS and MS degrees in engineering, business, technology, and health are accessible to full- and part-time students. These programs are especially convenient for community college transfer students, working professionals, and busy adults through day, evening, weekend, and online courses.

Online Campus enables around 700 students to earn a certificate, associate, bachelor, or master's degree without leaving their home or office. The Online campus offers 18-degree completion and full degree programs, and several certifications and specializations. Online student credit hours have grown by 130 percent during the last decade.

Seattle Campus offers BS and MS degrees, and certificate programs, in mechanical and manufacturing engineering to Boeing employees at their Seattle area manufacturing facilities.

Chemeketa Community College (Salem, OR) is a teaching site for Oregon Tech's BS degree in dental hygiene through a unique dual enrollment partnership between Oregon Tech and Chemeketa Community College.

Scappoose Oregon Manufacturing Innovation Center Research & Development (OMIC R&D) is located 21 miles northeast of Portland. OMIC R&D is a multi-national industry R&D enterprise and Oregon Tech is proud to serve as its host university. This site provides a great opportunity for our students to work as interns on real-world manufacturing problem sets provided by industry members alongside industry professionals and faculty researchers from Oregon Tech and other universities.

CITY OF KLAMATH FALLS

More information can be found online: https://www.klamathfalls.city/307/Why-Klamath-Falls

The City of Klamath Falls is located in the south-central region of Oregon a short distance from the border with California. The city lies on the southern shore of the Upper Klamath lake, along the eastern slopes of the Cascade Mountains and is the economic hub for the Klamath Basin. The City of Klamath Falls encompasses 20 square miles, has a population of about 22,000 and is known as the "City of Sunshine" for the nearly 300 days of sunshine we enjoy each year.
The Klamath Basin offers outstanding natural and cultural wonders. Just sixty miles south of Crater Lake, and seventy miles north of Mount Shasta, south-central Oregon is unsurpassed for beauty and diversity of activities. Klamath Falls offers a variety of year-round outdoor recreation such as skiing, golfing, fishing, hunt, camping, and boating.

Klamath Falls prioritizes our public parks system and provides access to grass fields, playgrounds, dog parks, and mountain biking and hiking trails. The Ella Redkey Pool in Klamath Falls is an outdoor geothermal swimming pool open all year. The Klamath Basin is known for its splendid bird watching and is the home of the highest concentration of bald eagles in the Pacific Northwest.

People searching for arts and culture will find it in Klamath Falls with numerous antique shops, museums, plays, and musicals. Klamath Falls has an emerging lake front and economic development is taking place. Klamath Falls takes great pride our "small town feel" and surrounds a beautiful and historic downtown filled with many local stores, shops, boutiques, and restaurants.

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OREGON TECH VALUES

- **Student Success:** Prioritizing student and graduate success in every decision or action at every level of the university.
- **Integrity:** Adhering to the highest standards of ethical principles.
- **Respect:** Demonstrating high regard for one another in interactions and treating others with dignity.
- **Diversity, Equity, Inclusion:** Welcoming and empowering individuals of differing backgrounds, identities, and life experiences.
- **Service:** Contributing to the well-being of our university and external communities.
- **Accountability:** Taking responsibility for our actions and demonstrating leadership.
- **Excellence:** Embracing and celebrating the highest quality standards in teaching, research, and innovation.
- **Confidence:** Exhibiting pride and conviction in our university, our talent, and our contributions to those around us.

OREGON TECH MISSION

Oregon Institute of Technology, Oregon's polytechnic university, offers innovative, professionally-focused undergraduate and graduate degree programs in of engineering, health, business, technology, and applied arts and sciences. To foster student and graduate success, the university provides a hands-on, project-based learning environment and emphasizes innovation, scholarship and applied research. With a commitment to diversity and leadership development, Oregon Tech offers statewide, public educational opportunities and technical expertise to meet current and emerging needs of Oregonians as well as other national and international constituents.

OREGON TECH VISION

Oregon Tech will be a student-centered, world-class polytechnic university that inspires students to become tomorrow's leaders.

Klamath Falls Campus

APPLICATION & NOMINATION PROCESS

EFL Associates, an executive search firm, is assisting Oregon Tech with the search for this important leadership position. *All calls and inquiries should be made through the search firm*. Nominations and applications will be held in strict confidence and candidates will remain confidential until the final stage of the search process, at which time the express permission of finalists will be obtained before making their candidacy public.

APPLICATION PROCESS:

- STEP 1: Complete this brief online application (2-3 minutes): https://www.surveymonkey.com/r/OregonTechAVPHR2
- STEP 2: Send us your letter of interest and resume or CV (in PDF format please):
  *Send to ApplyHigherEd@eflassociates.com
  *Email subject line should read "Oregon Tech AVP of HR Application"
  *Apply by February 11, 2022 for best consideration

QUESTIONS, CONFIDENTIAL INQUIRIES, OR NOMINATIONS:

- Wynn Goering, PhD, Senior Consultant: wgoering@eflassociates.com or 505-620-6171
- Michelle Peterson, Senior Recruiter: michelle.peterson@eflassociates.com or 816-945-5404