



Wingate University Position Description

Position Title: Associate Vice President of Human Resources

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six Master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at www.wingate.edu.

FLSA Classification: Exempt

Job Summary:

The primary responsibility of the Associate VP of Human Resources is managing a business unit, division, or corporate function with major organizational impact, establishing overall direction and strategic initiatives for the given major function or line of business and acquiring the business acumen and leadership experience to become a top function or division head.

Primary Duties and Responsibilities:

1. Collaborates with executive leadership to define the organizations short-term and long-term human capital priorities and goals. Develops HR strategy in alignment with the organization's mission, priorities and goals.
2. Provides guidance and leadership to the human resources team; Supports employee relations matters, compensation, benefits and total rewards administration and human resources process. Leads human resources team in developing efficient, effective and sustainable HR operations and HR technology platforms.
3. Researches, develops, and implements competitive compensation, benefits, performance appraisal, and employee incentive programs.
4. Mitigates organizational risk and ensures compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
5. Maintains knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.
6. Drafts and implements the organization's staffing budget, and the budget for the human resource department.

7. Develops, interprets administers university employment policies and ensures university handbook and faculty guide are in alignment.

Minimum Requirements:

Bachelor's degree, minimum of 10 years of HR management or leadership experience, excellent verbal and written communication skills, excellent interpersonal and conflict resolution skills, excellent organizational skills and attention to detail, must demonstrate a high level of cultural competency and emotional/social intelligence, strong analytical, problem-solving skills and effective judgement and decision making skills strong supervisory and leadership skills, 2-3 years' experience with total rewards, benefits administration and benefits plan compliance thorough knowledge of employment-related laws and regulations, knowledge of and experience with varied human resource information systems and proficient with Microsoft Office Suite or related software required.

Preferred Requirements:

Master's in Human Resources, MBA or law degree highly, experience with integrating HR technology platforms, experience with ADP and/or UKG and SHRM-CP or SHRM-SCP certification strongly preferred.

Please send a letter of interest, resume, and contact information of three professional references to careers@wingate.edu.

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.