



UNIVERSITY OF MINNESOTA ROCHESTER

Director of Employee Engagement, Development, and Wellbeing

The University of Minnesota Rochester (UMR) is seeking a dynamic and resourceful human resource leader to provide strategic vision, tactical design, and operational direction of human resource programs within a campus culture of innovation, collaboration, and equity during a period of extended, accelerated growth. This leader is expected to anticipate needs and provide evidence-informed recommendations regarding tailored to a distinctive environment that includes: a diverse student body pursuing health care careers in an internationally remarkable medical context; a collaborative, multidisciplinary faculty; and, other unique attributes for which novel solutions must be generated, adapted, implemented, and assessed. This human resources leader will model UMR values of respect, diversity and inclusivity, community, evidenced-based decision making, and human potential.

The Director position is a full-time, 12-month, administrative position that reports directly to the Vice Chancellor for Finance and Campus Resources. The Director serves as consultant to the chancellor and vice chancellors, as well as an important resource to supervisors and employees. This position works in close collaboration with a delegate of the University of Minnesota Vice President of Human Resources and represents the campus with UM-System human resource colleagues, leveraging resources and ensuring campus awareness and compliance with System policies.

Key Responsibility Areas

Talent Acquisition: 35%

- Design and direct inclusive, mission-aligned recruitment processes, implementing practices that result in successful searches and increased employee diversity.
- Oversee an environment of continuous improvement with regard to recruitment and onboarding processes to assure efficiency, effectiveness, and compliance with local, system, and legal requirements.
- Assure mission-aligned onboarding/orientation for new employees, working to sustain the culture of inclusion, wellbeing, collaboration, and innovation for this growing campus.
- Actively participate in the recruitment of positions in collaboration with other human resources staff and search teams.

Engagement, Development, Diversity and Wellbeing: 35%

- Together with relevant committees, staff and stakeholders, provide innovative thought leadership to design and implement employee wellness, diversity, and inclusion solutions tailored for UMR's unique campus environment.
- In collaboration with the Vice Chancellor for Finance and Campus Resources, design and implement meaningful career growth opportunities and equitable compensation models within functional areas and across the campus.
- Collaborate with other campus leaders and system colleagues on sexual misconduct prevention, Title IX, conflict resolution, I-9 compliance, and other important campus- and system-wide initiatives.



- Design and support the implementation of best practices for employee retention, including a mentoring program and other resources and programming that directly support employee engagement.
- Design, implement, and direct the campus performance review process, including assessing the process to ensure consistency and a professional development focus.
- Design and provide ongoing intentional and accessible training and/or small group coaching as needed for supervisors.
- Serve as a resource for supervisors in areas of performance management and employee development.
- Develop and provide leadership for a robust program of professional development that provides individualized development opportunities for staff, as well as campus-wide programming.
- Create and facilitate a meaningful, equitable employee recognition program.
- Collaborate with the Director of Facilities and Operations on the campus WELL certification program.

Human Resources Leadership and Administration: 30%

- Oversee the hire, training, and development of the Human Resources team, which will model UMR grounding values of community, human potential, evidence-based decision making, respect, diversity and inclusion.
- Ensure compliance with legal and institutional policies, guidelines and regulations by providing clear direction when questions or issues arise.
- Represent human resources on campus leadership team.
- Oversee and manage the budget for human resources functions.
- Collaborate with University of Minnesota System resources to mediate or oversee the investigative process for high level, complex employee relations.
- Ensure ongoing, clear, internal communication of HR-related content aligned with the culture and values of UMR, working as a leader, in collaboration with the UMR Marketing/Communication team.
- Serve on key system committees and participate in national professional organizations relevant to primary areas of leadership responsibility.
- Leverage University of Minnesota System resources for the highest-quality training materials, process information, policy updates, etc. while representing the campus with new leadership priorities at the System level. Serve as the campus liaison to system OHR, providing the campus leadership team with relevant updates and information.
- Serve as the Title IX coordinator for employees, working closely with the Assistant Vice Chancellor for Student Success, Engagement and Equity, who serves as Title IX coordinator for students. Also closely collaborate with the AVC on campus-wide diversity and well-being programming and initiatives.
- Provide HR policy and process consultation for the campus.

Work Location

This position offers flexibility for remote work. The director is expected to be on campus at least three days per week.



Required Qualifications

Candidates for UMR's Director of Employee Engagement, Development, and Wellbeing must have a BA/BS degree in human resources or related field plus six years of relevant professional human resources experience post-degree OR an MA/MBA in Human Resources or a related field plus four years of experience post-degree, or a combination of related education and work experience to equal 10 years.

Preferred Qualifications

- Graduate degree in relevant field (e.g. MA/MBA in Human Resources or Human Resources Management)
- An ideal candidate will possess the following:
 - A proven record of successful human relations experience including the ability to serve as a catalyst for initiatives that increase employee diversity, development, and wellbeing.
 - Demonstrated commitment to using data to inform practice.
 - Experience in the assessment of professional development programs.
 - Superior interpersonal and intercultural communication competence to provide leadership and to model habits of interaction that ensure a campus culture of collaboration, inclusivity and wellbeing, including adaptability and humility.
 - Passion for UMR's vision and demonstrated evidence of commitment to UMR's grounding values of respect, human potential, diversity and inclusion, evidence-based decision-making, and community.
 - Demonstrated ability to provide clarity in ambiguous situations.
 - Desire to learn and grow.

Key Leadership Competencies

- Finds joy and purpose in supporting employee growth.
- Models respect for all and operates with recognized integrity.
- Has a visible and positive presence.
- Is reflective, curious, empathetic, and approachable.
- Thinks strategically, and is willing to be hands on.
- Works collaboratively.
- Listens well and builds trusting relationships.
- Interested in education and committed to an environment of learning.

| Job Code | Job Class | Class Title |
|--------------------------------------|---|--------------------------|
| 9351GT | Professional and Administrative | HR Cnsltnt 1 -Generalist |
| Focus Area | Finance and Campus Resources | VC Approved 3/2022 |
| UMR Internal (Working) Title: | Director of Employee Engagement, Development, and Wellbeing | |

