

**Inaugural Role  
Director of Staff Development and Employee Relations**

**Statement of Values**

If you are looking to make a difference in the employment experience of 3,500 professional and classified staff employees (supporting another 2,500 faculty and research professionals in pursuing excellence in teaching, research, and public service); if you are ready to lead an inaugural staff development and employee relations function designed to convey value to staff employees and build positive work relationships among supervisors and employees; if you want to join a highly-motivated HR department committed to service excellence; then this position is for you! President James R. Ramsey and Provost Shirley C. Willihnganz frequently describe faculty and staff as the University's #1 asset. Accordingly, Human Resources recognizes that we must make faculty and staff our #1 priority as we seek to enhance the value of services we provide to campus constituents and align HR services with the academic, research, and service mission of the University. For a recent self-assessment of HR, including its priorities and strategies for the coming year, see HR Items of Interest at <http://louisville.edu/hr/itemsofinterest>.

**Position Profile**

The University of Louisville is seeking an advanced HR professional to serve as the inaugural Director of Staff Development and Employee Relations, reporting directly to the Vice President for Human Resources. This position will be responsible for (1) developing and managing a contemporary professional staff development program that conveys institutional value and investment in staff employees and creates tangible career development opportunities; (2) developing and implementing performance management programs that align employee and departmental efforts with institutional goals and priorities; (3) fostering healthy relationships among managers and employees by facilitating performance-improvement focused disciplinary and grievance processes, (3) recognizing employee contributions through an array of performance and service-based recognition programs; and (4) investigating and resolving EEO complaints and promoting the equitable and just treatment of University employees. The position will supervise three professional staff, including two current employees and one staff development specialist to be recruited following appointment.

**Institutional & Community Profile**

The University of Louisville is a robust academic community of people whose ideas and work make outstanding contributions to Kentucky and the nation. Our mission is to become a premier metropolitan research university, nationally recognized for advancing the intellectual, social, and economic development of our community. The university consists of 11 colleges and schools including a health sciences center known for innovation in advancing the boundaries of medicine; enrolls approximately 22,000 students; and employs over 6,000 faculty and staff. To review the University's 2020 Strategic Plan and strategic plan score cards, see <http://louisville.edu/president/2020plan/>.

Louisville is an exciting, vibrant metropolitan area on the Ohio River in north central KY. Home to the Kentucky Derby and nearly one million people, Louisville retains a strong sense of community, enjoys a progressive consolidated metro government, and affords its residents a rich and diverse array of cultural, artistic, and outdoor activities and community events. For additional information regarding the Louisville community, see <http://louisville.edu/visitors/>.

### **Qualifications, Salary, & Benefits**

The position requires a Master's Degree and seven years of directly related experience (or equivalent). Experience in higher education is strongly preferred. The ideal candidate will also present excellent communication skills, collaborative problem solving ability, demonstrated experience in developing and implementing staff development and employee relations programs, experience in administering equal employment opportunity programs (including complaint investigation & dispute resolution), and an ability to build and lead a cohesive and results-oriented team of professional employees.

UofL salaries are market-competitive and the University offers a generous benefits package including health insurance for employees and the employee's spouse or qualifying adult and children up to age 26; defined contribution retirement plan matching up to 10% of salary; 12-13 holidays; 15-22 days vacation; 12 days sick leave; three weeks parental leave; access to catastrophic shared leave; long-term disability & term life insurance; and tuition waiver benefits for employees and dependent children. Limited relocation assistance is available for out of area candidates. This is a professional and administrative position exempt from the overtime provisions of the Fair Labor Standards Act with a 37.5 hour regular work schedule.

### **Application Instructions & Search Process**

Candidates should submit a letter of interest, resume, and contact information for three professional references through our on-line applicant portal at [www.HigherEdDecisions.com](http://www.HigherEdDecisions.com). For assistance accessing our on-line applicant portal, please contact Paula Soder at 502-852-7909. Semi-finalists will be identified on the basis of application review. Finalists will be identified on the basis of telephone or fly-in interviews and professional references. Finalists will present a one-hour professional development workshop for campus constituents on a specified topic and participate in an employee relations job sampling exercise as part of their on-campus visit. Applications remain confidential until acceptance of an on-campus interview.

This is an open and competitive national search and the University is committed to hiring the best-qualified candidate in relation to advertised position requirements. Consistent with the University's EEO/AA and recruitment policies, the University may extend preference to internal candidates seeking promotion, women, and minorities among substantially equally qualified candidates. To assure full consideration, apply by August 31, 2010. Target offer date is October 1; target hire date is November 1. Position will remain open until filled.

**The University of Louisville is an Equal Opportunity / Affirmative Action employer striving to achieve excellence through diversity.  
Women and minorities are encouraged to apply.**