



## Director of Human Resources

Langston University invites confidential inquiries, nominations, and applications for Director of Human Resources. Reporting to the Assistant Vice President for Fiscal Affairs, the new Director will have extensive working relationships with the University executive leadership in academics, student affairs, and other related offices as well as with the business and industry leaders. The Director will provide leadership to human resources personnel and budget while planning and implementing a fully integrated HR program that ensures goals are met in areas of continuous improvement, innovative solutions, and employee development as well as other organizational goals and equal employment opportunities.

Langston University, a public, 1890 Land-Grant University, offers 36 degree programs, including master's and doctoral degrees. Most of the 2,000 traditional undergraduate students are enrolled at the Langston campus which is located in a rural setting east of Guthrie, Oklahoma. Langston also serves an urban mission with campuses in Oklahoma City and Tulsa, as well as a nursing program in Ardmore.

The Director of Human Resources will coordinate all functions of the Office of Human Resources, as well as provide administrative services to the University through the Fiscal Affairs division. The Director will develop and implement strategic human resource plans and goals as well as policies and procedures that address the HR requirements of a complex university (faculty, staff, and students) while enhancing diversity in the workforce. The Director will provide leadership for the planning and implementation of a fully integrated human resources program centered around the framework presented in *Who*, a book by Dr. Geoff Smart and Randy Street, as the foundation for the talent acquisition process. The Director will ensure organizational goals (e.g., continuous improvement, innovative solutions, employee development) and fair and equal employment opportunities.

The Director of Human Resources is also responsible for leading the human resource function in ensuring quality employee relations; fair and equitable compensation decisions and opportunities for all personnel; fair and equitable training and employee development opportunities; a reliable and accountable position appointment, payroll, and benefits system; a comprehensive performance evaluation process; systematic recruitment and selection procedures utilizing "Who" concepts; comprehensive onboarding of employees; retirement counseling; and other related programs. This position is responsible for management of the Office of Human Resources personnel and office budget. A successful Director will routinely

collaborate with other statewide and national entities involved in the planning and development of human resources programs, policies, and procedures.

In addition, the Director must have the vision to realize the expansion of talent management appropriate for a 21<sup>st</sup>-century university per the mission and vision of Langston University.

## **QUALIFICATIONS**

### **Required**

- Earned master's degree in business or related field from an accredited institution;
- Minimum of five years of administrative leadership experience in the human resources field; and
- Excellent written and oral communication skills.

### **Preferred**

- A record of commitment to talent management;
- Demonstrated experience in budget and personnel management;
- Demonstrated commitment to diversity, inclusion, and professional integrity;
- Evidence of previous involvement with service to minority and underserved populations; and
- A strong commitment to fostering community/university collaboration and partnerships.

## **APPLICATIONS AND NOMINATIONS**

Academic Search is partnering with Langston University for this search. Those who are considering applying are encouraged to schedule a confidential conversation with Ms. Kate Nolde, the Senior Consultant leading this search, by emailing her at [Kate.Nolde@academicsearch.org](mailto:Kate.Nolde@academicsearch.org) or scheduling a conversation by utilizing her online [calendar](#).

**To apply**, a candidate should attach these four separate PDF documents to an email addressed to [LangstonHR@academicsearch.org](mailto:LangstonHR@academicsearch.org):

- A detailed letter of interest addressing the responsibilities and qualifications as outlined in this posting;
- A full resume/curriculum vitae with relevant administrative responsibilities and accomplishments;
- A Statement of Contributions to advancing diversity, equity, and inclusion; and
- A list of five professional references, including names, titles, organizations, phone numbers, and email addresses, noting the candidate's relationship for each reference.

Note: References will not be contacted until later in the search process and only with the candidate's permission. A background check (including identity, degree verification, and criminal records check) must be completed satisfactorily before any candidate can be offered this position.

The position is open until filled but only applications received by **Monday, June 12, 2023**, can be assured full consideration. The new Director may start as soon as available.

**When submitting a nomination**, please email [LangstonHR@academicsearch.org](mailto:LangstonHR@academicsearch.org) and include the nominee's full name, position, institution/organization, and email address so that we can contact the prospective candidate.

*Langston University is an equal opportunity/affirmative action employer. All persons will be offered employment and promotion on the basis of qualifications and capabilities without regard to race, religion, sex, national origin, qualified ADA recognized disability or veteran status.*