# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE OPPORTUNITY</td>
<td>3</td>
</tr>
<tr>
<td>THE ROLE OF THE ASSISTANT VICE PRESIDENT FOR HUMAN RESOURCES</td>
<td>4</td>
</tr>
<tr>
<td>QUALIFICATIONS</td>
<td>5</td>
</tr>
<tr>
<td>ABOUT SEWANEE</td>
<td>6</td>
</tr>
<tr>
<td>UNIVERSITY LEADERSHIP</td>
<td>7</td>
</tr>
<tr>
<td>APPLICATION AND NOMINATION PROCEDURES</td>
<td>8</td>
</tr>
</tbody>
</table>
THE OPPORTUNITY

The University of the South, commonly known as Sewanee (University), seeks a collaborative, strategic, and proactive leader to serve as the next Assistant Vice President for Human Resources (AVPHR). This is an outstanding opportunity for an accomplished professional to lead a dedicated Human Resources team and serve the Sewanee community as a member of the Vice Chancellor’s Cabinet. The appointee is expected to take office by late summer 2022.

Sewanee comprises a nationally ranked residential College of Arts and Sciences and a School of Theology. The University is strongly committed to the values of intellectual inquiry; diversity, equity, and inclusion (DEI); and living and serving in the community. Situated on 13,000 acres atop Tennessee’s Cumberland Plateau, Sewanee is known for its stunning natural beauty while providing easy access to Chattanooga, Nashville, and Huntsville.
THE ROLE OF THE ASSISTANT VICE PRESIDENT FOR HUMAN RESOURCES

Reporting to the Vice President for Finance and Operations, the AVPHR is responsible for critical functions such as Human Resources strategy, university policies and procedures, employee relations, labor relations, talent acquisition and onboarding, HRIS, compensation, benefits, and payroll. In addition, they will frequently be called upon to provide counsel and guidance to members of the Cabinet and administrative leaders. The AVPHR will be highly visible, accessible, and engaged with the campus community. They will also manage a Human Resources team that is committed to providing quality programming and services to a workforce that is the foundation of the Sewanee experience. To that end, each member of the Human Resources team is committed to engaging with the University community in an equitable, inclusive, and respectful manner. The AVPHR will ensure that the team continues to partner with faculty and staff to provide proactive consultation and guidance, payroll support, and resources that help recruit, onboard, develop, support, and retain a diverse and highly skilled workforce.
QUALIFICATIONS

REQUIRED QUALIFICATIONS
- Bachelor’s degree with post college training/education in employment law, management development, or higher education business management
- 10+ years of progressive leadership responsibility in Human Resources, including in one or more higher education institutions
- Strong oral and written communication skills
- Strong negotiating skills

PREFERRED QUALIFICATIONS
- 15+ years of Human Resources experience
- Record of commitment to DEI, including demonstrated success with DEI recruitment, retention, and promotion
- Proven ability to partner with leaders at all levels of the institution for desired outcomes
- Ability to develop a process for effective employee onboarding and transition into the workforce and university community
- Proven ability to serve as a strategic leader and advisor
- Ability to successfully recruit talent in a small community
- Working knowledge of new hire relocation support needs
- Demonstrated problem-solving and conflict resolution effectiveness
- Experience leading professional development programs
- Willing to be highly visible, accessible, and engaged with the campus community
- Ability to advise and support both academic and administrative search committees
- Strong team building skills
- Familiarity with Banner
ABOUT SEWANEE

The University is affiliated with the Episcopal Church and seeks to help students, staff, and faculty of all backgrounds and identities flourish. Sewanee offers 38 majors, 44 minors, 3 certificates, and pre-professional programs in business, health/medicine, engineering, and law.

The College of Arts and Sciences is committed to the development of the whole person through a liberal arts education of the highest quality. Outstanding students work closely with distinguished and diverse faculty in a demanding course of humane and scientific study that prepares them for lives of achievement and service. Providing rich opportunities for leadership and intellectual and spiritual growth, while grounding its community on a pledge of honor, Sewanee enables students to live with grace, integrity, and a reverent concern for the world.

The School of Theology educates students to serve the broad whole of the Episcopal Church in ordained and lay vocations. Sewanee’s seminary education and world-wide programs equip people for ministry through the gift of theological reflection in community.
DR. NANCY BERNER, VICE-CHANCELLOR AND PRESIDENT PRO TEMPORE
Dr. Berner serves as the Vice-Chancellor and President Pro Tempore. In the 10 years before becoming Vice-Chancellor, she served as Provost and, before that, Associate Provost. Dr. Berner has been a faculty member in Sewanee's Department of Biology for more than 25 years and is the William Henderson Professor of Biology.

DR. DOUGLASS WILLIAMS, TREASURER AND VICE PRESIDENT FOR FINANCE AND OPERATIONS
Dr. Williams has been the Treasurer and Vice President for Finance and Operations at Sewanee since 2015. He oversees the Finance Office, Business Services, Facilities Management, and Human Resources. He is also the Frank W. Wilson Professor of Economics. Prior to arriving at Sewanee, Dr. Williams served as the economist for the City of Milwaukee where he advised city officials on regional economic, tax, pension, collective bargaining, and other policy issues.
APPLICATION AND NOMINATION PROCEDURES

Academic Search is assisting Sewanee in this search. Applications must include, in three separate attachments: 1) a detailed cover letter addressing the qualifications in this profile, 2) a current resume, and 3) a list of five professional references, including email addresses and a brief note of the candidate’s working relationship with each. References will not be contacted without the candidate’s permission and at a later stage of the search. All documents should be in PDF format.

Nominations and applications should be sent to SewaneeAVPHR@academicsearch.org. To ensure full consideration by the Search Committee, applications should be received by Thursday, June 23, 2022. Nominators and prospective candidates may arrange a confidential discussion about this opportunity with Senior Consultant Dianne Kenney (Bookings link). When submitting a nomination, please include the nominee’s full name, position, institution, and email address.

As a condition of employment, all new employees are required to be fully vaccinated against COVID-19, subject to an approved medical or religious exemption.

Sewanee: The University of the South is an equal opportunity educational institution that is committed to creating and maintaining a diverse and inclusive campus environment.
ABOUT ACADEMIC SEARCH

Academic Search is assisting Sewanee: The University of the South in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute. For more information, visit www.academicsearch.org.