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| Title | Assistant Dean of People and Culture |
| FLSA Status | Exempt |
| Department Name | Administration |
| Supervisor | Chief Financial Officer |

Position Purpose

The Assistant Dean of People and Culture reports to the Chief Financial Officer and works closely with the Dean and across Senior Leadership. The Assistant Dean of People and Culture will plan, lead, direct, develop, and communicate the policies, strategy, and staff of the Human Resource department, ensuring legal compliance and implementation of the organization's mission and strategy. The Assistant Dean of People and Culture will embody CUSM values, have experience leading culture change, be able to build strong relationships and influence stakeholder groups, and maintain a personal commitment to partnership, shared governance, and community engagement. Other key attributes necessary for success in this position include a well-refined customer-centered orientation and being a resourceful and creative thinker with the ability to work amicably and efficiently in a new, start-up organization.

Information provided below is a general description of responsibilities; it is not intended to provide an all-inclusive list of responsibilities and may change depending on the needs of CUSM.

Essential Functions

- Partners with senior leadership to lead the University's goals and strategy related to people and culture.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support faculty and staff.
- Oversees the administration of school wide programs including, but not limited to: training and development, employee relations, compensation, benefits, and leave; disputes and reconciliation; performance and talent management; productivity, recognition, morale and belonging; and occupational health and safety.
- Leads workforce planning and recruiting needs; develops and executes best practices for hiring and talent management with focus on Diversity, Equity and Inclusion strategies.
- Responsible for leading change management initiatives, developing and implementing programs to enhance organizational culture and supporting the development of leadership capabilities within the organization.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organizations human resource information system (HRIS) and/or talent management system.
- Monitors compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices as needed.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Ensure the organization complies with all applicable laws and regulations related to human resources, such as Equal Employment Opportunity (EEO) laws, Fair Labor Standards Act (FLSA), and Americans with Disabilities Act (ADA).
- Oversee the day-to-day operations of the human resources department, including managing HR staff, developing and implementing HR systems and processes, and managing budgets and resources.
- Facilitates professional development, training, and certification activities for HR staff.
- Participate and contribute to campus initiatives and committees as appropriate
- Promotes a positive image of the University by participating in community organizations, as well as national, state and local professional associations.
- Performs other duties as required.

Job Requirements – Minimum Qualifications

Skills and Abilities

- Strategic thinking: Able to develop and execute HR strategies that align with the organization's overall goals and objectives.
- Leadership: Able to be an effective leader who can inspire and motivate employees to achieve their best work. Able to build and manage a strong HR team.
- Business acumen: Have a deep understanding of the business, including financials, market trends, and competition. Able to use data and analytics to inform HR decisions.
- Communication: An excellent communicator, able to articulate HR strategies and initiatives to employees and senior leaders. Able to listen actively and provide guidance and support to employees.
- Change management: Skilled in leading and managing change initiatives, including implementing new HR programs and technologies.
- Employee relations: Able to build and maintain positive relationships with employees, fostering a culture of trust, respect, and inclusivity.
- Legal and compliance: A deep understanding of HR-related laws and regulations, including employment law, labor relations, and workplace safety regulations.
- Technology: Comfortable working with HR technology and systems, such as HR information systems (HRIS) and analytics tools.
- Problem-solving: Able to identify and solve complex HR problems, using critical thinking and data analysis to make informed decisions.
- Diversity, equity, and inclusion: Committed to building a diverse, equitable, and inclusive workplace, creating policies and programs that support diversity and address bias and discrimination.

Minimum Requirements

- Master's degree in Human Resources Management, Business Administration, Psychology Organizational Leadership
- Ten years of increasingly responsible human resources experience; including 5 years of managing direct reports.
- Experience in Higher Education
- HR Certification (SHRM-CP, PHR, SHRM-SCP, SPHR)

Desirable Qualifications

- Terminal degree in Human Resources Management, Business Administration, Psychology or Organizational Leadership
- Experience in medical education
- Experience in Non-Profit

Working Environment

- General office work environment with low to moderate level noise.
- Hybrid/Remote work force environment

Physical Demands

- Occasional lifting, carrying, bending, pushing and/or pulling.
- Significant fine finger dexterity
- Sitting – 85%
- Walking – 10%
- Standing – 5%