
Title: Chief Human Resources Officer

Work Schedule: M-F 8-5:00

Department: Human Resources

Updated: 10/2024

Characteristics of the Class

The Chief Human Resource Officer (CHRO) is responsible for developing and executing human resource (HR) strategy in support of the overall business plan and strategic direction of Centre College, specifically in the areas of policies and procedures, succession planning, recruitment and talent management, performance management, training and development, benefits, workers compensation, related compliance measures and compensation. Reports to the Vice President for Finance.

Essential Job Functions

- Establish and implement HR efforts that effectively communicate and support the college's mission and strategic vision.
- Develop HR plans and strategies to support the achievement of the college's overall operations objectives, using data and key metrics.
- Work with the college's senior leadership team to establish a sound plan of management succession that corresponds to the strategy and objectives of the college.
- Develop comprehensive strategic recruiting and retention plans.
- Develop, implement and oversee comprehensive compensation and benefits plans that are competitive and cost-effective.
- Provide overall leadership and guidance to the HR function by overseeing talent acquisition, onboarding, career development, succession planning, retention, training, performance management, employee relations, workers compensation, leadership development, compensation and benefits.
- Ensure compliance with applicable federal and state laws in the areas of employment and benefits to include required audits, 5500 filings and non-discrimination testing.
- Develop, evaluate and maintain all HR related policies and procedures.
- Provide guidance on the software and systems necessary to support the HR function.
- Represent, with legal counsel, the college in unemployment or other employment cases.
- Manage and consult on employee relations and disciplinary actions.

- Provide supervision and direction to four HR staff members and manage the HR budget.
- Direct the summer student worker program.
- Communicating the interests of staff and faculty while providing recommendations to the college's senior leadership.
- Serve as the HR representative on the Operations Committee of the Board of Trustees and oversee the college's Human Resources Committee.
- Demonstrates an appreciation of and commitment to further an inclusive culture for those of diverse backgrounds such as ability, age, class, ethnicity, faith background, gender expression, gender identity, geographic region, national origin, neurodiversity, race, and sexual orientation that comprise individual and group expressions of identity.

Education and Experience

- Bachelor's Degree from an accredited college/university is required; MBA or MA/MS in human resources or a related field is preferred.
- 10+ years' work experience in Human Resources with a minimum of 5+ years of Human Resources leadership, preferably in the higher education environment.
- SPHR Certification or SHRM-SCP Certification preferred

Knowledge and Skills

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Thorough knowledge of employment-related laws and regulations.
- Knowledge of and experience with varied human resource information systems.
- Ability to establish and maintain effective confidential relationships with college constituents and the public.
- Budget experience.

Physical Requirements

- Limited pushing, pulling, lifting (not exceed 20 lbs), and mobility on campus necessary.
- Ability to sit at a desk for prolonged periods.
- Visual acuity to work on a computer and review data/records.

To Apply: Submit your resume, cover letter and names/addresses of three professional references (PDF only) to: CentreCHRO@centre.edu. Best consideration will be given to all applicants who apply by November 24, 2024.