

JOB INFORMATION

Job Code	EB01
Job Description Title	Exec Dir, Human Resources & Research Talent Initiatives
Pay Grade	HR16
Range Minimum	\$130,410
33rd %	\$173,880
Range Midpoint	\$195,610
67th %	\$217,340
Range Maximum	\$260,810
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	6/9/2026 10:29:05 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Operations

JOB SUMMARY

The Executive Director provides strategic leadership and operational management of all human resources functions within the Office of the Senior Vice President for Research & Economic Development (OSVPRED). Ensures alignment with both university-wide and unit-specific goals and compliance obligations. This role serves as a trusted advisor to unit leadership, proactively addressing complex HR challenges and fostering a positive and productive work environment. Serves as a trusted advisor to senior leadership, driving initiatives related to talent development, retention, and organizational effectiveness, while aligning HR strategies with the university's research mission and long-term goals.

RESPONSIBILITIES

- Provides high-level strategic planning and organizational design to identify optimal structures and effective staffing models for the Office of the Senior Vice President for Research and Economic Development (OSVPRED), the Office of the President, and associated units (including the Office of General Counsel, Board of Trustees Office, Office of Communications and Marketing, and others as needed).
- Coordinates and oversees administrative, professional, and staff-level recruitment activities for OSVPRED, the Office of the President, and associated units. Directs executive-level search processes for leadership positions within OSVPRED, the Office of the President, and associated offices.
- Leads complex and high-level Human Resources actions in collaboration with OSVPRED leadership, the Office of the President, and other designated offices, ensuring alignment with institutional priorities and compliance requirements.
- Serves as a senior HR advisor to the Senior Vice President for Research, leading division-wide HR initiatives that support research competitiveness and faculty success. Partners with personnel as needed to support HR operations within OSVPRED, the Office of the President, and related units.
- Collaborates with research leadership and stakeholders to implement effective HR strategies aligned with the university's research mission, including workforce planning and development for research administration roles.
- Ensures consistent application of HR policies across the research enterprise and maintains compliance with federal, state, and university regulations to proactively identify and mitigate compliance risks
- Partners with research senior leadership to advance workforce planning, organizational design, and talent development initiatives, with a focus on strengthening the research talent pipeline.
- Leads efforts to enhance recruitment, onboarding, and retention strategies that directly support the university's research mission and long-term growth.
- Serves as a subject-matter expert for initiatives, workforce planning efforts, and compliance-related projects that involve research and general sponsored projects challenges across colleges.

RESPONSIBILITIES

- Collaborates with senior leadership to align research division strategies with institutional goals. Provides guidance, consultation, and training to colleges and departments to promote consistent HR practices and adherence to university policies when research and general sponsored projects are involved.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
----------------------------	---

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Human Resources, Management, Business Administration, Industrial/Organizational Psychology, or relevant field.	and	10 years of	Demonstrated human resources management experience, with at least 3 years directly supporting major research initiatives in higher education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Demonstrated knowledge and experience with HR in complex higher education or research environments.	And
Strong analytical and data-driven decision-making abilities, with expertise in project management and organizational change.	And
Skilled in influencing and guiding leadership on HR best practices and initiatives that align with organizational goals.	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
SHRM-CP			Desired	Or
Professional in Human Resources (PHR)-HRCI			Desired	Or
Certified Benefits Professional (CPB)-World At Work			Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support
----------------------------	-----------------------------------

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State; Domestic