

**Madonna University**  
**Job Description**

**Job Title:** Assistant Vice President and Chief Human Resources Officer  
**Department:** Human Resources  
**Reports To:** Vice President for Risk Management and Planning  
**Prepared Date:** January 2026

**SUMMARY**

This position is responsible for developing, leading, directing, implementing and exercising primary responsibility for all human resource functions to include organizational development, succession planning, talent planning, training and development, recruitment and hiring practices, policy interpretation and administration, employee relations, affirmative action and diversity initiatives, performance management, benefits administration and other related duties. The AVPCHRO works closely and collaboratively with senior leadership, cabinet, deans, faculty, staff, and academic departments and programs in establishing and maintaining positive working relationships throughout the University.

1. Serves as the University's senior Human Resources officer, functioning as a strategic partner to senior leadership in advancing institutional goals while fostering the University's mission and core values and a legally compliant workplace. Serves as an active member of the University Cabinet.
2. Provides leadership and direction for all Human Resources operations, including hands-on oversight, coaching, performance management, and professional development of HR staff within a highly collaborative environment. Responsible for direct supervision of the Sr. Human Resources Specialist and RecruitChiefAVP andtment and Benefits Specialist.
3. Partners with senior leaders, managers, and supervisors to support personnel planning, succession planning, and organizational effectiveness across departments, colleges, and schools.
4. Develops, implements, and interprets personnel policies and practices that align with university objectives, promote fairness and consistency, and ensure compliance with applicable federal, state, and local employment laws and regulations.
5. Oversees employee relations matters, including advising and counseling supervisors, administrators, faculty, and staff on performance management and disciplinary actions, conducting or guiding investigations, and recommending appropriate actions consistent with EEO principles and due process.
6. Collaborates with appropriate University stakeholders on regulatory and compliance matters as needed, including Title IX, the Jeanne Clery Chief Act (Clery Act), the Violence Against Women Act (VAWA), and related institutional obligations.
7. Ensures competitive, equitable, and fiscally responsible administration of compensation, benefits, and retirement programs, while maintaining compliance with all applicable employment and benefits regulations.
8. Oversees Human Resources Information Systems (HRIS) and related processes, including recruitment, onboarding, personnel records (paper and electronic), data retention, confidentiality, and required reporting for employees.
9. Leads and supports, in conjunction with the Recruitment and Benefits Specialist, recruitment and employment processes in collaboration with internal partners, developing strategies to attract, hire, and retain a high-performing workforce. Provides guidance to leadership on staffing needs, performance management, training, development, and succession planning. Supports faculty recruitment processes as appropriate.
10. Administers compensation structures, performance evaluation processes, and learning and development initiatives in support of employee growth, engagement, and institutional effectiveness.
11. Provides guidance on employment-related matters, internal reviews, audits, and compliance processes as needed.
12. Prepares and submits complex surveys, reports, and data requests related to human resources for internal planning, regulatory compliance, and external reporting entities and affiliated associations.
13. Monitors unemployment claims, coordinates with unemployment carriers, and represents the University in hearings and proceedings as required.
14. Serves as the primary point of contact for employment-related compliance matters, including interactions with the Equal Employment Opportunity Commission (EEOC), Wage and Hour Division, and other federal and state agencies, ensuring timely, accurate, and professional responses.
15. Develops, maintains, and communicates employee handbooks and related policies to ensure clarity, consistency, and compliance.
16. Prepares and presents reports, recommendations, and strategic initiatives to senior leadership as requested.
17. Develops and manages the Human Resources budget, monitoring expenditures and aligning resources with organizational priorities.
18. Administers employee tuition exchange and tuition waiver programs in accordance with institutional policy and external partner requirements.
19. Serves as an active participant on MICU boards related to workers' compensation and the University's retirement plan (403(b)), contributing to governance, compliance, and strategic decision-making.
20. Collaborates closely with the Provost and Vice President of Academic Administration and Student Affairs on faculty-related Human Resources processes, including contract administration, performance evaluations, promotions, recruitment, personnel records, hiring procedures, surveys, reporting, and workload or overload processes.
21. Participates in University committees and cross-functional initiatives as requested.
22. Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, training, and mentoring; planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

## **MADONNA UNIVERSITY RESERVES THE RIGHT TO ASSIGN OR REASSIGN DUTIES AND RESPONSIBILITIES TO THIS JOB AT ANY TIME**

## **QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Master's degree required, degree in Human Resources Administration, Industrial Relations, Business Administration or a related field preferred. At least ten (10) years progressive human resources experience along with prior management experience. Must have a strong foundation in developing, implementing and positioning an all-inclusive and broad human resources organization. Thorough knowledge of employment related state and federal regulations to include but not limited to EEO, ADAAA, COBRA, FLSA, FMLA, affirmative action, wage and salary administration and payroll related functions. Understands and monitors the newest strategies and tactics relating to Human Capital Management. Demonstrated ability to communicate effectively with employees at all levels. Experience working in a higher education preferred. Working knowledge of Microsoft Office database applications required.

## **MANAGERIAL SKILLS**

Essential managerial skills include directing (organizing, energizing, and supervising), negotiating, planning and problem solving, facilitating the work of others, clarifying goals and objectives, obtaining and giving feedback, delegating, team building, effectively communicating, evaluating, and initiating change. Ability to define problems, collect data, establish facts, and draw valid conclusions in an extensive variety of situations. Ability to appropriately handle confidential material and maintain integrity and confidentiality of data.

## **RELATIONAL SKILLS**

Embrace, uphold, and promote the values of Madonna University, with a sense of commitment to our mission and the future of the institution. Commitment to Madonna University mission and core values in as evidence in mission integration planning and Catholic social teaching. Ability to demonstrate genuine empathy and care for employees and students, their challenges, and their success. Ability to work collaboratively and enthusiastically in a team environment. Demonstrated knowledge of and sensitivity to students from diverse backgrounds and the ability to recognize and respond to the unique needs of underrepresented and marginalized students.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, use whole numbers, fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to touch, handle, or feel; and talk or hear. The employee is may be required to reach with hands or arms, stoop, kneel, or crouch. Employee may occasionally lift and/or move up to 15 pounds. Reasonable accommodations may be considered to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.