



University of Tennessee Job Description: **Associate Vice Chancellor**

Unit: Vice Chancellor's Office, Human Resources

FLSA: Exempt

Date: January 29, 2015

Job Code: 30000089

Pay Grade: 75

Supervisory Responsibility: Yes

General Description:

The Associate Vice Chancellor reports to the UTK, Vice Chancellor for Human Resources. The Vice Chancellor for Human Resources has a dual role and also serves as Vice President of Human Resources for the UT system. Because of the dual role, the Vice Chancellor's scope of responsibility on the Knoxville campus is to serve as a member of the Chancellor's Cabinet and to provide human resources consulting and support to the Chancellor, Sr. Vice Chancellor and Provost and Vice Chancellor for Athletics.

The Associate Vice Chancellor provides consulting and support for all other members of the Chancellor's Cabinet, Deans, Directors, Department Heads and all other departments on the Knoxville campus. The Associate Vice Chancellor has total autonomy and authority to provide leadership and human resources support campus-wide. The Knoxville campus HR team reports through the Associate Vice Chancellor, with direct reports being the Executive Director of Compensation, Employee Relations and Recruitment; the Director of HR Records and the Administrative Specialist II. The Associate Vice Chancellor has access and authority to also utilize system human resources staff within the East Regional Service Center to meet the needs of the Knoxville campus. The Associate Vice Chancellor is the designated human resources officer for the Knoxville campus and works closely with all other campus/institute human resources officers across the state.

Duties and Responsibilities:

- Represents human resources by attending all employee relations' group meetings, exempt staff council meetings, faculty senate meetings and all commission meetings on the Knoxville campus
- Leads HR strategic planning for the Knoxville campus
- Provides leadership for the Knoxville HR team; works collaboratively with the System HR team and Human Resources Officers
- Provides policy and procedure development and interpretation, program development and implementation and university compliance with certain state and federal laws
- Manages relations with academic and employee organizations
- Consults with university leadership and managers to assess HR needs and issues and determines appropriate responses
- Regularly attends and communicates HR issues to faculty and staff groups at the university
- Responds to information requests in coordination with Vice Chancellor and/or Chancellor
- Meets monthly (and "as needed") with the Vice Chancellor and quarterly with the Chancellor

Minimum Qualifications:

Education: Bachelor's degree in HR, business or related field; graduate degree is preferred.

Experience: Requires ten years of demonstrated progressive experience in HR management including time served as a leader in a large, complex organization. Must have generalist HR experience, particularly in employee relations, compensation, training and workforce planning. Experience in higher education preferred. The Associate Vice Chancellor must have demonstrated experience consulting and advising employees, supervisors and leaders. Requires excellent oral, written and other communications skills; computer literacy; ability to multi-task and the ability to travel. Demonstrated strategic planning, implementation and evaluation expertise.

Skills:

The Associate Vice Chancellor will have significant knowledge and understanding of higher education. Specific skills include:

- demonstrated leadership skills and abilities.
- strong management skills.
- demonstrated effective consulting skills.
- solid judgment with the ability to understand department needs and to leverage resources to build and sustain positive relationships with faculty and staff.
- ability to work autonomously and to lead Knoxville campus HR resources to provide departmental services and support.
- independent, confident, self-starter with the ability to make decisions and to provide expert advice and support.
- commitment to quality and integrity.
- understanding of state and federal laws and regulations, as well as UT policies.
- demonstrated effectiveness impacting and leading diversity and organizational change initiatives.
- history of successful collaboration with multiple constituencies.
- exceptional skills in communications and interpersonal relations.
- knowledge of and commitment to affirmative action and equal employment opportunity.
- ability and willingness to delegate effectively and to hold direct reports accountable.
- strong analytical, project management, fiscal and workforce development skills.
- skilled decision-maker, with transparency in decision-making and management.
- excellent oral, written and presentation skills; exceptional listening skills.
- ability to multi-task.
- ability to travel as needed.

Behaviors:

The Associate Vice Chancellor will exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, courage of convictions and tolerance for ambiguity. Demonstrated behavioral expectations include:

- unquestioned integrity and trustworthiness.
- commitment to the University's mission and strategic plan, as well as missions and strategic plans for each campus/institute.
- ability to make good, consistent and fair decisions (based on fact and data).
- ability to work with cross-functional teams and to foster teamwork.

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.