



**UTSA**<sup>®</sup>

The University of Texas at San Antonio<sup>™</sup>

**Associate Vice President, People Excellence**

2022





## THE OPPORTUNITY

**Position**

Associate Vice President, People Excellence

**Location**

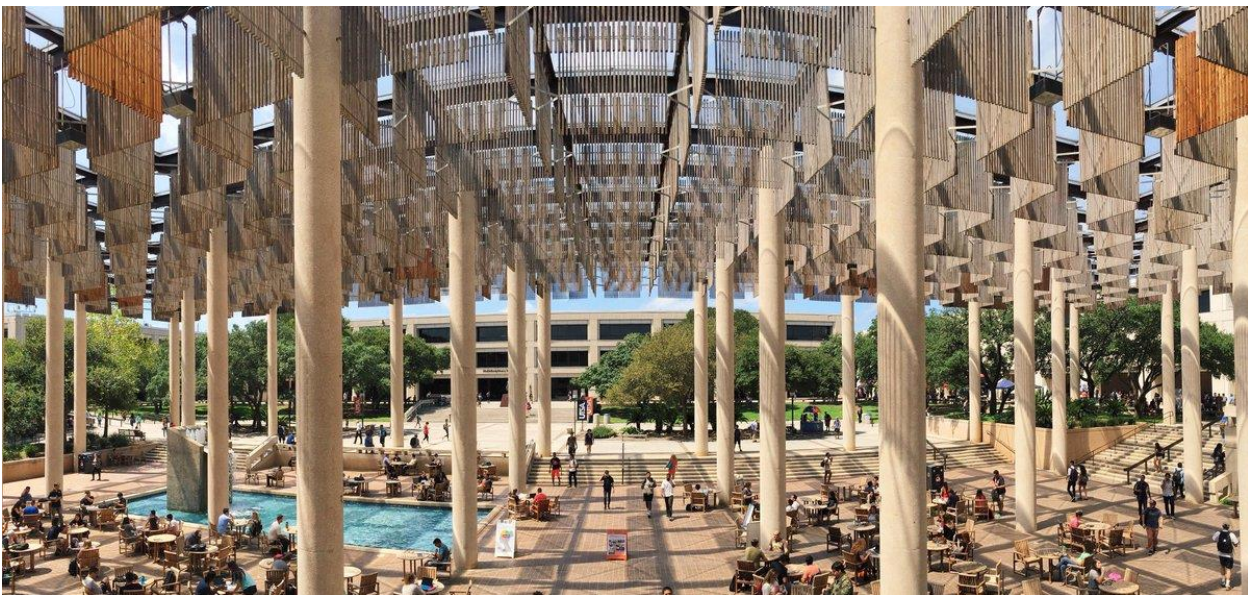
San Antonio, TX

**Reporting Relationship**

[Veronica Salazar](#), Senior Vice President for Business Affairs

**Website**

<https://www.utsa.edu/>



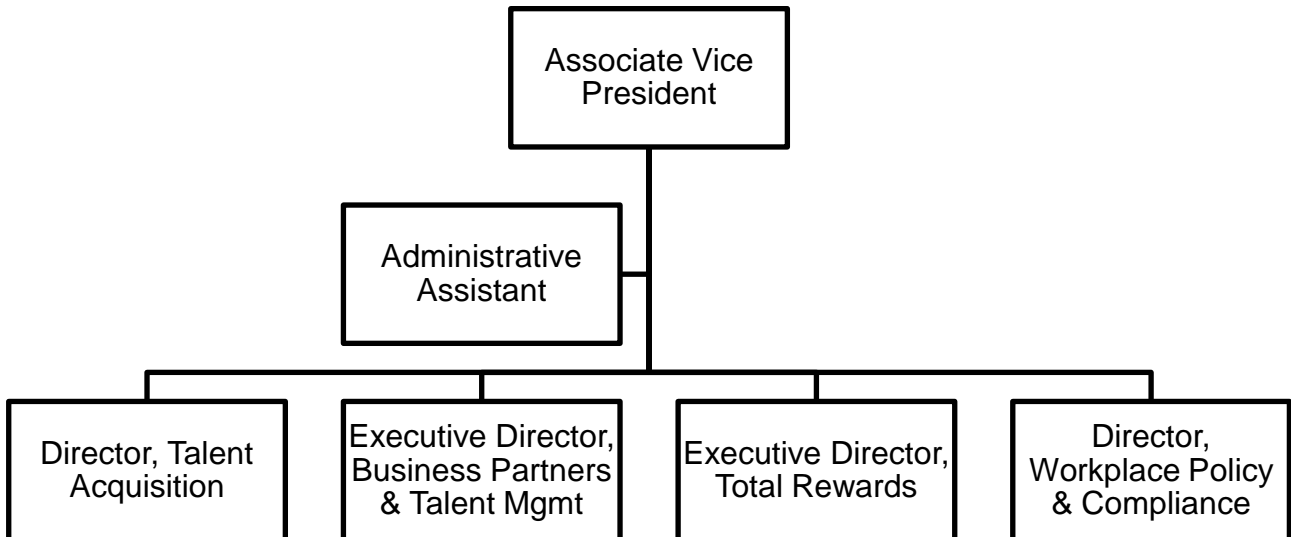
The Associate Vice President, People Excellence (“AVP”) is a senior officer for the campus, enabling the performance of individuals and organizations throughout the University of Texas at San Antonio (“UTSA”). The AVP is responsible for providing executive oversight and leadership of all aspects of People Excellence to ensure that services are designed and delivered in an efficient, effective, compliant and customer-centric manner. Leading the People Excellence functions of Talent Acquisition, HR Business Partners, Talent Management, Total Rewards and Workplace Policy & Compliance, the AVP works to ensure a motivated, trained, and skilled human resources workforce to optimally serve the UTSA community. The AVP oversees ongoing review of policies and procedures to assess University customer needs. This position reports to the Senior Vice President for Business Affairs. The individual in this role is a valued campus leader who will design, recommend, implement, and evaluate strategies that foster an environment to recruit, retain and advance the University’s employees as they accomplish the institutional mission. The AVP collaborates with UTSA’s academic, research, and administrative leaders as they exercise leadership in the care and development of people throughout the University.





## KEY RESPONSIBILITIES

The Associate Vice President, People Excellence will lead a dynamic human resources function with five direct reports and an organization of nearly 40 employees.



The AVP will exercise leadership and effective management of the People Excellence team, create a culture and climate conducive to high-impact teamwork; create an inclusive environment that demonstrates commitment through accountability to inclusive practices throughout the organization; build a nimble organizational culture that can both sustain values-driven practices while being able to pivot and respond to fast-paced change, competing commitments and, at times, ambiguous goals; improve strategies for growing and developing managers and individual contributors aligned to the division; establish effective relationships with both internal and external constituencies; and, lead through a data informed approach, constantly seeking data to improve the operational efficiencies.

The AVP will lead a strategic, transparent and customer-service-oriented HR division characterized by functional and operational excellence to translate broad strategies into specific structures, plans and processes that support strategic priorities, and implement them in a measured and focused manner to enhance organizational effectiveness.

More specifically, the AVP's responsibilities will include:

- Maintaining overall responsibility for People Excellence and providing oversight and direction for strategic planning, fiscal management, and ongoing operations that support and advance the University's mission.
- Working with senior University leadership, developing and implementing human resource strategies and operational plans and proactively evaluating UTSA's evolving organizational priorities and implementing effective HR solutions to promote and support these priorities.
- Leading the development and implementation of a robust set of HR metrics to continually





measure performance against established goals and strategic priorities to further align and improve services provided to the University.

- Providing regular and transparent updates to senior university leadership on key HR metrics impacting their organizations, and the University as a whole, as well as offering consultation and guidance on human resources issues.
- Serving as key source of advice and consultation to the University managers and directors on a wide range of management and employee issues (including staffing, compensation, performance management, organization development, training, HR compliance). Collaborating with management to develop strategies to address upcoming or potential departmental issues.
- Building collaborative relationships with governing bodies and key stakeholder groups, ensuring a strong network for feedback and communications.
- Proactively supporting inclusive excellence at UTSA, modeling inclusion and championing a community representing varied abilities, viewpoints, backgrounds, and life experiences.
- Developing and promoting an HR budget, within University guidelines, and providing ongoing oversight and direction for HR fiscal management, making timely resource allocation decisions within the dynamic higher education environment.
- Providing compliance responsibility and oversight for all applicable federal, state, and UT System human resource laws and regulations, serving as the liaison with UT System for local and state agencies.
- Investing in personal development and participating in professional organizations to ensure awareness of changes in the market or industry in order to advise regarding potential impact or need for change in UTSA strategy or actions.
- Ensuring existing policy and departmental processes are compliant, and consistently administered by HR staff.
- Remaining current on all HR related legislative changes impacting the organization and provides advance planning for any required changes to University policies or practices.
- Leading the development and delivery of a comprehensive Human Resources communications strategy to promote an awareness of and adherence to key compliance and policy guidelines to the University community in a timely manner.
  - Providing ongoing communication and training to the University community on compliance issues relating to employment, pay, leave, benefits, and other relevant human resources regulations.
- Building and leveraging relationships across UTSA to drive change and promoting strong strategic partnerships within People Excellence and key stakeholders/clients to implement leading practices and deliver value-added services.
- Attracting, retaining and developing high performance teams within People Excellence
- Embracing and demonstrating UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.





## SPECIALIZED KNOWLEDGE AND EXPERIENCE

The next AVP will be a dynamic leader and collaborative team player. Candidates will be self-assured and strong in their convictions and must be committed to and passionate about furthering the innovative spirit and mission of UTSA, as well as about advancing equity and promoting well-being. The next AVP must exhibit exceptional management skills, timely and transparent communication strategies, as well as the ability to lead change, engage and inspire the team. Additionally, the ideal candidate will have the following skills and attributes:

- Extensive experience as a human resources leader, preferably in higher education or other large, complex organizations with diverse populations, including direct management experience.
  - 10+ years of progressively responsible HR leadership experience
  - 4+ years of people leadership experience in building, managing and/or developing high performing teams.
- Ability to interact comfortably with a wide range of university stakeholders and be effective at interacting with employees at all levels. Specifically, the ability to collaborate with Academic Affairs on faculty employment issues, and with Student Engagement & Well-Being on student employment issues.
- Proven ability to establish credibility and develop excellent rapport with administration and faculty leaders, staff, faculty, university officers, system officers and third-party vendors.
- Demonstrated skill and ability to create a shared vision for the People Excellence organization and lead and inspire staff to execute the organization's commitment to the university and its diverse constituencies.
- Record of being fully dedicated to internal clients to design a human resource function that helps to develop and implement better people management practices, including success in creating and staffing an HR organization that is effective and efficient.
- Understanding of a comprehensive research university with a global footprint, and the role of a central business function in supporting and facilitating the mission of the university.
- Ability to develop a working knowledge of federal regulations and laws as well as those governing Texas state employee programs, including equal opportunity and affirmative-action programs, as well as the ability to represent the university to outside agencies charged with enforcing regulations and laws.
- Proven experience leading the design and implementation of strategies to attract, engage, develop and retain a best-in-class workforce.
- Knowledge of how to develop, use, and present people-data to inform key organizational decisions.

## EDUCATION & CREDENTIALS

- A bachelor's degree is required.
- Master's degree in a related field and / or SHRM-CP/SCP, HRCI-PHR/SPHR, or other relevant certification is preferred.





## COMPENSATION

A competitive compensation package will be provided to the finalist candidate.

## PROCEDURE FOR CANDIDACY & EQUAL OPPORTUNITY

Applications should include a detailed curriculum vitae and a letter of interest that highlight the applicant's personal vision and relevant leadership experience. To ensure full consideration, inquiries, nominations and applications should be submitted electronically in confidence, to:

[UTSA-AVPPE@kornferry.com](mailto:UTSA-AVPPE@kornferry.com)

*As an equal employment opportunity and affirmative action employer, it is the policy of The University of Texas at San Antonio to promote and ensure equal employment opportunity for all individuals regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability or genetic information, and veteran status. The University is committed to the Affirmative Action Program in compliance with all government requirements to ensure nondiscrimination. Women, minorities, people with disabilities and veterans are encouraged to apply. UTSA campuses are accessible to persons with disabilities.*





## UNIVERSITY OF TEXAS AT SAN ANTONIO



The University of Texas at San Antonio is a nationally recognized, public, urban serving university with core areas of expertise in cyber, including cybersecurity and computation and informatics; health, including brain health and bio-regeneration; social-economic transformation and fundamental futures. It is the largest university in the San Antonio metropolitan region, with more than 34,000 students, and the third-largest of eight academic universities and five health institutions within The University of Texas System.

UTSA is rising to new heights as one of approximately 20 universities nationwide that are designated as Hispanic Serving Institutions and hold a prestigious Tier One classification for research excellence. As an institution of learning and discovery, UTSA embraces multicultural traditions and its nearly 1,400 faculty members and more than 2,400 staff members are highly focused on student success and meeting the educational needs of first-generation, transfer, DACA, veteran and international students.

As part of UTSA President Taylor Eighmy's exciting vision to transform UTSA into San Antonio's university of the future, UTSA aspires to become a model for student success, a great public research university, and an exemplar for strategic growth and innovative excellence.

The university prides itself on its diverse student population. More than 60% of UTSA students are from underrepresented groups and nearly half (45%) will be the first in their families to earn a bachelor's degree. Additionally, transfer students comprise about 38% of UTSA's total undergraduate population and approximately 16% of the university's students are military-affiliated. This includes active duty military members, veterans, reserves/guard, and their spouses and dependents.

UTSA advances knowledge through research and discovery, teaching and learning, community engagement and public service. It serves as a center for intellectual and creative resources as well





as a catalyst for socioeconomic development and the commercialization of intellectual property—for Texas, the nation and the world.

The university delivers high quality academic programs, impactful research activity and community engagement at two primary locations:

- The 600-acre Main Campus is the hub of UTSA and home to students nearly every hour of the day and night. It includes the Carlos Alvarez College of Business, Margie and Bill Klesse College of Engineering and Integrated Design, Honors College, College of Liberal and Fine Arts, College of Sciences, University College and part of the College of Education and Human Development. It is also home to the Student Union, the Convocation Center, more than 350 student organizations, residence halls, two libraries and research laboratories and core facilities. The adjoining Park West Athletics Complex sits on 125 acres near the Main Campus and features a soccer stadium and a track and field complex.
- The Downtown Campus, located in the heart of San Antonio’s business, social and cultural scenes, offers undergraduate and graduate degree programs in the College for Health, Community and Policy and College of Education and Human Development. Many of the university’s community outreach programs and extended education offerings are located at this urban campus, which serves as a convenient location for community-wide events.

The UTSA Institute of Texan Cultures, located at the university’s Hemisfair Campus, produces exhibits, cultural festivals, community events, teacher trainings and other programs examining and celebrating culture in Texas. As a Smithsonian Affiliate, the Institute hosts exclusive artifacts and educational programs from the Smithsonian Institution for the benefit of the people of Texas.

UTSA is ranked among the top five young universities in the United States, has been recognized as the No. 1 Hispanic Serving Institution in the nation by Bloomberg Businessweek for its graduate program in business and is home to the top cybersecurity program in the nation according to a survey by Ponemon Institute. At the same time, UTSA is included in Hispanic Network Magazine’s “Best of the Best” rankings of U.S. universities and is among an elite group of U.S. universities to hold the Carnegie Foundation’s Community Engagement Classification.

## LEADERSHIP



Appointed in 2017, Taylor Eighmy is the sixth president of The University of Texas at San Antonio. He is a strong advocate for urban serving, public higher education and is passionate about UTSA’s role in developing San Antonio’s knowledge economy. He brings a strong track record of advancing top research universities through strategic government collaborations, public-private partnerships and community engagement. His experiences as an administrative leader, researcher, inventor and engineering professor have influenced his perspective as a champion of student success, particularly regarding the impact of experiential learning and undergraduate research programs. His bold, 10-year vision is propelling a new era of growth for UTSA, making it an exciting time to be a roadrunner.

More information about the UTSA Senior Leadership Team can be found [HERE](#).







## ABOUT SAN ANTONIO, TEXAS



San Antonio is the seventh largest city in the United States with a thriving economy based on new energy, bioscience/health care, aerospace/aviation, military, financial services, information technology and cybersecurity, and tourism. It is recognized worldwide as the home of The Alamo and the Riverwalk. The city is celebrating growth and a rich, forward looking culture, and is a place of inclusiveness. In 2018, San Antonio celebrated the 300th anniversary of its founding by Spanish missionaries.

San Antonio provides an environment where professional satisfaction and career achievement are paired with optimal quality of life. It is a city that celebrates its rich heritage yet is progressive in embracing the future. With areas such as the beautiful Pearl and Southtown, revitalized and revamped for urban space, as well as their celebrated historical spaces. This is a city that fosters entrepreneurial growth, co-working spaces, and accelerators/incubators – environments that encourage building foundations for business, and a business-friendly economy. San Antonio residents benefit from no state income tax and access to scenic pathways across the city to museums and art galleries, history, culture, performing arts, theme parks, family fun, dining and nightlife, festivals and events, shopping, sports and year-round outdoor lifestyle.





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The material presented in this position specification should be relied on for informational purposes only. This material has been copied, compiled or quoted in part from UTSA documents and personal interviews and is believed to be reliable. Every effort has been made to ensure accuracy of this information.

