

DEADLINE EXTENDED TO JANUARY 27, 2012

**Senior Human Resource Officer
Department of Finance and Strategic Services
College of Veterinary Medicine and Biomedical Sciences
Colorado State University**

Position Summary:

The College of Veterinary Medicine and Biomedical Sciences (CVMB) at Colorado State University (CSU) seeks to fill a senior level human resource (HR) officer position. Position serves in conjunction with the Director of finance and strategic services to provide comprehensive leadership in developing and executing personnel strategies in support of the overall strategic mission of the College, specifically in the areas of organizational and performance management, change management, equal opportunity, affirmative action, training and development, and employee relations consulting services. The human resource officer provides strategic leadership by articulating human resource needs to the College's executive management team as well providing HR support to academic and department leadership, faculty and staff.

Responsibilities/Duties:

- Develop, implement and support a human resource strategic plan for the College.
- Works closely with and through the Director of Finance and Strategic Services to ensure continuity of all College operations.
- Maintain all aspects of human resource needs for administrative professionals, state classified and hourly employees in the College. Including but not limited to creation of positions, recruitment planning and execution, disciplinary (as authorized by the CSU's executive director of human resources) and grievance management.
- Serve as the College Equal Opportunity and Affirmative Action officer.
- Assist academic and unit leadership in support of organizational and human resource planning and implementation.
- Provide leadership and guidance to HR function by overseeing talent acquisition, career development, succession planning, retention of employees, training and leadership development.
- Serve as an advisor to faculty in all aspects of personnel management.
- Consult with hiring authorities to provide best practices in recruitment and selection of talent along with advising on proper employee types to meet the needs of individual units.
- Represent the College as the primary contact for CSU's central offices of Human Resource Services and the Office of Equal Opportunity
- Work closely with the Director of Finance & Strategic Services and the Office of General Counsel to resolve escalated personnel issues.
- Advise the Dean and Director on all matters of human resource initiatives and processes.
- Serve on the Dean's advisory committee, the Director's senior advisory committee and the College administrative advisory team.

Education/ Work Experience:

A Bachelor or Master's degree in Human Resources, Industrial Psychology or equivalent is required. Master's degree preferred. In addition to the degree requirements, individual must possess 5-10 years of professional human resource generalist experience in a large, multi-faceted organization (higher education experience highly preferred) with numerous employee types. Professional in Human Resources (PHR) certification or certification eligible preferred. The selected executive must have the ability to bring immediate credibility to the human resources function through his/her professional qualifications and leadership skills as well as project the highest levels of integrity. Superior interpersonal communication and presentation skills as well as proven organizational skills are required.

To Apply:

Send electronic application to cvmbs_sr_hr_officer_search@mail.colostate.edu and include cover letter explaining how experience fits job description/duties, resume, and names and email/phone information for 3 references. For full consideration, applications must be received by **January 27, 2012**. Campus interviews for selected finalists conducted mid to late February 2012. Position open until filled.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.