JOB TITLE: Chief Human Resource Officer  
DEPARTMENT: Human Resources  
SUPERVISOR: President  
FLSA STATUS: Exempt

POSITION SUMMARY:
The WJU HRD Officer provides leadership for human resource development and management. Responsibilities include oversight of opportunities and issues impacting organizational climate and culture. The HRD Officer models the vision of the President; represents the needs of the staff, faculty and administration; and supports the mission and community covenant to both internal and external constituencies.

ESSENTIAL FUNCTIONS:
1. Develop and implement a human resource development program in collaboration with the Human Resource Director and the Executive Team.
2. Support strategic growth planning specifically the development of existing employees and hiring key future employees, including succession planning for key positions.
3. Establish and maintain a leadership training program for existing supervisors and aspiring leaders.
4. Support change management efforts through effective employee communications.
5. Collaborate with the Human Resource Director to propose and implement benefits strategies to support retention and attraction of valuable employees.
6. Foster a healthy work environment including work-life balance and wellness programs.
7. Position WJU as an employer of choice in Christian Higher Education.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Bachelor’s degree minimum with graduate degree preferred.

REQUIRED KNOWLEDGE:
- Significant educational exposure to human resources and/or organizational requirements would be expected.
- Understanding of Federal and California HR requirements and ability to apply them to a Christian Higher Education paradigm.

SKILLS/ABILITIES:
- Proven HRD experience, preferably in a non-profit environment.
- Passion for the development of employees in their current responsibilities and for future career progression.
- Understanding of Federal and California HR requirements and ability to apply them to a Christian Higher Education paradigm.
- Proven experience creating and implementing significant programs in a complex organizational setting.
- Vibrant faith walk that is lived out in work and life.
WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University statement of Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

____________________________________    _____________________________
Employee Signature                     Date