



UNIVERSITY OF  
**CENTRAL  
MISSOURI.**



POSITION PROFILE

# **Associate Vice President of Human Resources**

**University of Central Missouri**

WARRENSBURG, MISSOURI

**REDEFINING  
WHAT'S POSSIBLE**

# About the Opportunity

The **University of Central Missouri** (UCM) invites applications and nominations for the position of **Associate Vice President of Human Resources**, a highly visible leadership opportunity to shape and strengthen human resources services across the University. As a member of the President's Strategic Leadership Team, the Associate Vice President will serve as a trusted adviser, strategic partner, and collaborative leader, helping advance institutional priorities while supporting a positive, productive, and engaged campus community.

The Associate Vice President provides leadership across the full spectrum of human resources functions, including employee and labor relations, talent acquisition, compensation and classification, benefits administration, policy development, regulatory compliance, workplace investigations, and employee training and development. The position also oversees the human resources team and departmental resources, ensuring the delivery of responsive, consistent, and effective services to faculty, staff, and University leadership.

This role presents an opportunity to strengthen human resources operations while advancing meaningful institutional improvements. Among the priorities will be supporting ongoing work involving compensation and classification, expanding employee training and development, refining human resources processes, and fostering greater consistency and transparency in policies and practices. Success will require a leader who can build credibility across campus, effectively lead and communicate change, and translate strategic objectives into practical improvements that serve the University community.

The University's dynamic operating environment calls for an individual who can balance competing priorities, respond thoughtfully to time-sensitive matters, and provide sound guidance to the President and other senior leaders while maintaining momentum on longer-term initiatives. Equally important will be the ability to work collaboratively with academic and administrative leaders, support and develop human resources staff, and approach complex personnel matters with sound judgment, discretion, and professionalism.

UCM seeks an experienced, organized, and adaptable HR leader who brings broad functional expertise, a steady leadership presence, and a genuine commitment to understanding the University's culture, challenges, and aspirations. The successful candidate will recognize that effective human resources leadership requires both strategic vision and operational excellence, along with the ability to listen, build relationships, and follow through on commitments.



# Responsibilities

- ❖ Responsible for the formulation, interpretation, and administration of University personnel policies and practices, including, but not limited to, wage and salary policies, leave policies, employee discipline policies, complaints and grievances, and separation policies.
- ❖ Periodically review and make recommendations for revisions to employee policies.
- ❖ Develop and monitor appropriate recruiting and hiring strategies.
- ❖ Establish and monitor the application and effectiveness of management development and employee training programs.
- ❖ Ensure compliance with Federal and State laws and regulations governing human resources issues.
- ❖ Administer the University's employee insurance, retirement, and other benefits programs. Provide direction and oversight in the development and implementation of employee relations strategies and programs designed to minimize and mediate workplace disputes and foster a positive and productive work environment.
- ❖ Develop and manage the annual human resources budget.
- ❖ Develop HR plans and strategies to support the achievement of the overall university operations and the strategic plan.
- ❖ Promote a university culture that supports the mission, vision, and values.
- ❖ Responsible for the optimum utilization of human resources staff. This involves responsibility for employment, training, assignment of duties, providing proper equipment and working conditions, recommending salary adjustments, and maintaining morale.



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Associate Vice President of  
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# Qualifications

## EDUCATION

- ❖ Master's degree in Human Resources, Industrial/Organizational Psychology, Business Administration, Public Administration, or related field required.
- ❖ Doctorate in Human Resources, Business Administration, Higher Education Administration, Public Administration, or related field is preferred.

## EXPERIENCE

- ❖ 10 years progressively responsible experience in human resources management with at least 5 years in a high level managerial and/or executive leadership role required.
- ❖ Professional certification preferred: PHR, SPHR, SHRM-CP, SHRM-SCP.



# University of Central Missouri

Founded in 1871, the [University of Central Missouri](#) (UCM) is a comprehensive public university with a longstanding commitment to educational access, applied learning, workforce preparation, and service to the state and region. Located primarily on a 1,561-acre campus in [Warrensburg, Missouri](#), approximately 50 miles southeast of Kansas City, UCM also maintains a presence in Lee's Summit and serves learners through online and extended-campus programs. Today, the University enrolls [approximately 10,000 students](#) and offer [more than 150 academic programs](#) across undergraduate, graduate, professional, and certificate levels.



UCM holds a distinctive position within Missouri's higher education landscape. As a public, comprehensive regional university offering master's-level programs, it is designated by the state as Missouri's institution for baccalaureate and master's degrees in professional applied science and technology. Accredited by the Higher Learning Commission, the University also maintains numerous specialized program accreditations. Its academic portfolio encompasses the arts and humanities, business, education, health and sciences, technology, and an extensive array of professional fields.

As an employer, UCM emphasizes a collaborative, welcoming, and service-oriented work environment in which faculty and staff share responsibility for student success and institutional excellence. The University describes open communication, mutual trust, respect, innovation, and a commitment to making a positive difference as important characteristics of its workplace culture. Employees also have access to a comprehensive benefits program, professional and educational development opportunities, campus wellness resources, and programs designed to support work-life integration.

UCM is also entering an important period of institutional planning and continued evolution. Its [2026–2031 Strategic Plan](#) centers on six institutional imperatives: learner access and achievement; applied learning; people and culture; partnerships and impact; operational innovation and excellence; and institutional identity. The plan reflects a University-wide commitment to adapting to change, strengthening organizational effectiveness, investing in its people, and ensuring that institutional resources and practices support UCM's mission.

At the heart of UCM is a commitment to creating opportunity and making an impact. The University's mission is to *"empower individuals to learn deeply, grow confidently, and navigate change with purpose,"* supported by institutional values of [respect, well-being, innovation, service, opportunity, and integrity](#). For staff and administrative leaders, UCM offers the opportunity to contribute to a university that values thoughtful stewardship, collaboration, continuous improvement, and the important role employees at every level play in advancing the institution and serving its students, communities, and region.



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# Mission and Vision

## UNIVERSITY MISSION

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We empower individuals to learn deeply, grow confidently, and navigate change with purpose.

## STATEWIDE MISSION

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The University of Central Missouri is a public, master's level, comprehensive regional university and is designated as the state's baccalaureate and master's degree-granting institution in professional applied science and technology.

## OUR VISION

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Where curiosity enables every learner to impact the world.

## OUR VALUES

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**Respect:** Reflects how UCM builds a welcoming environment where each individual feels supported, included, and part of something larger than themselves.

**Well-being:** Emphasizes creating an environment where people feel safe and healthy – being able to learn, work, and engage while supported in both their physical and mental well-being.

**Innovation:** Reflects UCM's ability to evolve, experiment, and adapt — remaining future-ready in teaching, programs, technology, and institutional practices.

**Service:** Highlights UCM's commitment to serving others — in the classroom, in the region, and in society — contributing and making a meaningful difference to others through action.

**Opportunity:** Reflects how UCM opens doors — creating pathways, removing barriers, and supporting personal, academic, and professional success.

**Integrity:** Represents upholding ethical behavior, honoring commitments, and creating trust in relationships and decisions.



# Salary & Benefits

This is a full-time, exempt staff position at the University of Central Missouri in Warrensburg, MO, with an annual salary range of \$130,000 - \$140,000.

Our faculty and staff are the university's most valuable asset, and our goal is to provide a robust Total Rewards Program designed to help them maintain a happy, healthy, and productive lifestyle.

Highlights from UCM's total rewards package for full-time employees include:

- **Retirement:** University-paid defined retirement contribution of 32% for staff through the applicable state retirement program. Employees may also participate in voluntary 403(b) and 457(b) tax-sheltered annuity programs.
- **Tuition Benefits:** Employees may receive up to full tuition for 15 credit hours per academic year for themselves, as well as tuition benefits for eligible dependents. Full-time employees are also eligible for up to \$175 toward non-credit courses each fiscal year.
- **Health Coverage:** Comprehensive medical, dental, prescription drug, and vision coverage beginning on the first day of the month following the employee's date of hire. UCM pays 100% of the basic dental and vision premiums for full-time employees.
- **Flexible Spending Accounts:** Health Care and Dependent Care Flexible Spending Account options are available.
- **Life and Disability Insurance:** University-paid basic life insurance and accidental death and dismemberment coverage, along with short- and long-term disability benefits.
- **Paid Time Off:** Generous leave accruals beginning on the employee's start date, along with 14 paid holidays per year. Additional leave programs include sick, personal, bereavement, family medical, and other eligible leave.
- **Child Care:** The UCM Childcare Center on the Warrensburg campus provides care for children from six weeks through age 10, subject to availability and program requirements.
- **Recreation and Wellness:** Employees receive complimentary access to the Student Recreation and Wellness Center on the Warrensburg campus.
- **Employee Assistance Program:** Confidential assistance and support resources are available to employees and their immediate family members.
- **Employee Discounts:** UCM employees have access to an employee discount program through Working Advantage, along with other available employee discounts and programs.

To learn more about the wonderful benefits available as a University of Central Missouri employee, visit our [benefits page](#)!



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# Application Process

## How to Apply:

To apply, please submit your application materials through the GA&A website:

[CLICK HERE](#)

Application materials should include:

- ▶ A letter of interest
- ▶ A current resume/curriculum vitae

Submission of application materials as PDF attachments is strongly encouraged.

The search will be conducted with a commitment to confidentiality for candidates until finalists are selected. Initial screening of applications will begin immediately and will continue until an appointment is made.

*The University of Central Missouri actively follows a policy of nondiscrimination in regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy or parental status, national origin, veteran status, genetic information, disability, and all other legally protected classes. This policy applies to educational programs and activities including athletics, instruction, grading, the awarding of student financial aid, recruitment, admission, employment, housing, placement and retention of students, faculty and staff. The university complies with applicable federal and state laws and regulations related to discrimination.*

**Greenwood  
Asher &  
Associates®**

[Greenwood Asher & Associates \(GA&A\)](#) is assisting the University of Central Missouri in this search.

Applications and nominations are now being accepted.

## Inquiries and nominations should be directed to:

**Lili Rodríguez, PhD**

Vice President & Managing Principal

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