



**MURRAY STATE**  
UNIVERSITY

POSITION PROFILE

# Interim Director of Human Resources

*We are Racers.*



# The Opportunity

**Murray State University** seeks an experienced, collaborative and forward-thinking human resources leader to serve as its **Interim Director of Human Resources**. Reporting to the Vice President for Finance and Administrative Services, the Interim Director will provide overall leadership, expertise and guidance to the Office of Human Resources while ensuring continuity and stability across the University's comprehensive human resources operation. The position serves as a strategic partner to campus leaders on matters affecting the University's workforce, with a portfolio encompassing organizational design and development, employee relations, compensation, recruitment, benefits administration, training and development, human resources information systems and the review and development of University human resources policies.

This interim appointment offers an accomplished human resources professional the opportunity to provide steady, experienced leadership to an operation that supports faculty and staff throughout the University. A significant component of the role is the administration and stewardship of Murray State's employee benefits and related financial resources, including oversight of the Human Resources departmental budget and the University's approximately \$16 million self-funded health care plan. The Interim Director will also provide leadership for the University's human resources information systems and related technology platforms.

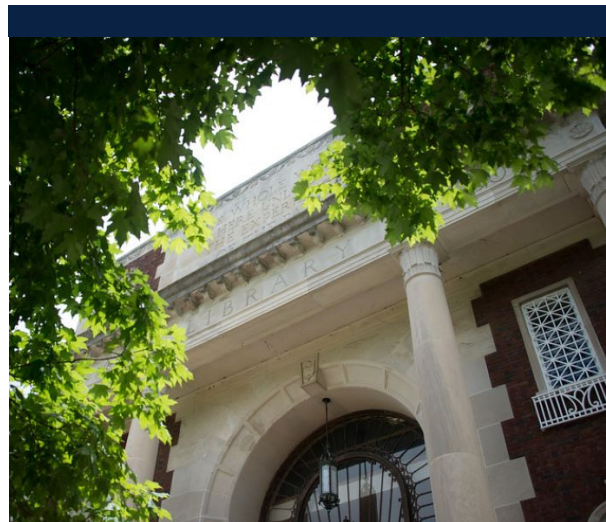
The successful candidate will be a trusted advisor who can quickly establish credibility and effective working relationships across the Murray State community. The Interim Director will bring broad human resources expertise, sound judgment, strong interpersonal and communication skills and the ability to navigate the dynamics of a large and complex organization. This individual will be expected to foster trust and respect, support and develop Human Resources staff and provide thoughtful leadership through organizational change while maintaining responsive and consistent service to the University community.



This opportunity is particularly well suited for an experienced human resources professional who values the mission of higher education and can step into a significant leadership role with confidence and agility. The Interim Director will provide stability, continuity and responsive leadership while helping ensure that Murray State's human resources policies, systems, programs and practices continue to effectively support employees and advance the University's institutional priorities.

# Responsibilities and Duties

- Provides proactive leadership in planning and managing all areas of human resources, with emphasis in benefits, employee relations, and staff salary administration.
- Ensures compliance, in conjunction with University Counsel, with all applicable state and federal regulations.
- Ensures compliance for human resources area for Health Insurance Portability and Accountability Act (HIPAA).
- Analyzes campus-wide personnel issues and advises VPFAS.
- Interprets and implements University policies and procedures on a daily basis.
- Maintain the University's faculty and staff compensation program, including providing oversight and guidance for compensation policy and procedures.
- Maintains consistent university-wide employee position descriptions.
- Supervises staff development/training and employee assistance programs.
- Administers employee evaluation systems for exempt and non-exempt staff.
- Administers employment related grievances and termination appeals for staff.
- Manages unemployment insurance claims filed with the state of Kentucky for former Murray State faculty and staff.



# Responsibilities and Duties

- ▶ Administers employee benefits for all faculty and staff, including health, life, and disability insurance; tax-saver program (IRS Section 125 plans); Workers' Compensation program; state retirement programs (Teachers' Retirement System, Kentucky Employees' Retirement System and the Optional Retirement Plan); and tax-sheltered annuity programs.
  - ▶ Manages human resources departmental budget, including managing the University's self-funded health care plan budget of approximately \$16M.
  - ▶ Manages human resources information systems, including personnel/payroll system, departmental general ledger accounting system, COBRA automated system, and various software packages used in human resource management.
  - ▶ Provides leadership and assists in the development of Human Resources staff.
  - ▶ Administers, updates and develops human resources policies.
  - ▶ Serves in advisory role for VPFAS as needed for administrative projects.
  - ▶ Assists VPFAS in areas of communication with the University community.
- Other duties as assigned by the VPFAS.



# Requirements

## Requirements - Education and Experience

- ▶ Bachelor's degree from an accredited institution required, in a field related to human resources.
- ▶ Candidate must have ten (10) years of progressively responsible experience in human resources, with at least five (5) years in a leadership level role, and at least five (5) years experience within a public institutional or similar organizational setting with multiple, complex systems.

## Requirements - Skills

- ▶ A broad understanding of human resources issues and the dynamics of a large, complex organization, knowledge of computer applications specifically with an enterprise resource planning system, demonstrated ability to present clear and concise reports orally and in writing, and demonstrated ability to establish and maintain effective working relationships with associates, administrative officials, and others concerned with personnel matters and administration required.
- ▶ Strong leadership skills, sensitivity to the concerns of University employees and represents their interests, be energetic and self-motivated, show enthusiasm for and commitment to the role of higher education, have the ability to build trust and respect, and possess strong interpersonal skills.
- ▶ An ability to foster innovation while leading through organizational change

## Preferred Credentials and Experience

- ▶ National professional Human Resources certification is preferred.
- ▶ Experience with employer sponsored benefits, such as retirement, health insurance and related contracts preferred.



# Human Resources at Murray State

Murray State University's Office of Human Resources provides comprehensive services supporting employees across the institution, with responsibilities spanning recruitment and employment, compensation, employee relations, benefits, training and professional development, wellness, leave administration and University personnel policies. HR also plays an important role in supporting supervisors and campus leaders through training and resources designed to strengthen recruitment, onboarding, employee engagement and retention.



The Office is supported by an established team with dedicated expertise in employment, employee relations, benefits, wellness and HR administration. Murray State also demonstrates a strong commitment to employee well-being through its comprehensive benefits offerings, Racer Wellness programming and work-life resources.

## Human Resources Mission:

The mission of Human Resources is to provide visionary leadership, innovation, and strategic high-quality services in support of Murray State University's overall mission. Human Resources is committed to providing a respectful and welcoming environment for all members of the University community and visitors.

We are dedicated to ensuring strategic and fair recruiting practices to attract, retain, and develop a community of talented individuals. The Human Resources staff is further committed to equitable compensation practices, consistent and fair treatment of employees, compliance with labor laws, and training and development programs that inspire employees in the pursuit of professional growth, thereby increasing job satisfaction, motivation, empowerment and employee retention.

Human Resources will provide benefit programs that meet employee needs and will ensure that employees have access to accurate and complete information in order to make informed decisions. We will promote wellness programs to encourage a healthier lifestyle for the mutual benefit of the employee and the University.

# About Murray State

## 100 years and still racing.

Founded in 1922, Murray State is a 4-year public university in western Kentucky. We're nationally-ranked for our academics, athletics, affordability and educational value. We believe every person should have access to a high-quality education. That's why we awarded a record \$139 million in scholarships and financial aid last year.

## We are Racers.

Racers come from all types of backgrounds, representing not just the region, but the entire world. We take pride in our work and our university, shaping the next generation of leaders in the classroom and out in the field. Engineers, athletes, scientists, government leaders, network administrators, artists, educators and much more all call Murray State home. Once a Racer, always a Racer.

## Mission

Murray State University places our highest priority on student learning and excellent teaching, blending the range of educational opportunities often found at research institutions with the nurturing student-teacher interactions usually found at smaller universities.

## Rankings

### #3 BEST SMALL COLLEGE TOWN

- USA Today

### #6 TOP PUBLIC SCHOOLS

- U.S. News & World Report

### #6 BEST COLLEGES FOR VETERANS

- U.S. News & World Report

### #14 REGIONAL UNIVERSITIES

- U.S. News & World Report

### #19 BEST VALUE SCHOOL IN THE SOUTH

- U.S. News & World Report

### BEST BANG FOR THE BUCK

- Washington Monthly

# MURRAY STATE AT A GLANCE

A forward-thinking university with a rich tradition of academic excellence, student success, and community impact.



## BASICS



### Location:

Murray, Ky



### Founded:

1922



### Type:

4-year, state-supported public university



### Colors:

Navy blue and gold (white accent)



### Nickname:

Racers



## ENROLLMENT



**Total: 9,932** (8,217 undergraduate students and 1,715 graduate students)



60 countries, 49 states and 116 counties in Kentucky are represented among the student body.



The student body is **63%** female and **37%** male.



First-to-second year retention rate is **78%** (largest in the past five years)



**62%** of students are from Kentucky.



## ACADEMICS



Undergraduate certificates

**35**



Associate programs

**5**



Bachelor's programs

**61**



Graduate certificates

**26**



Master's programs

**37**



Specialist programs

**4**



Doctoral programs

**3**



Average undergraduate class size

**18**



Undergraduate student to faculty ratio

**17 to 1**

# About Murray, Kentucky

Murray is a city of about 20,000 residents, and each member of the community embodies a kind, inviting feel which will make you feel right at home.

Regardless of where you are coming from, the Murray community will welcome you with open arms. We have a feeling that you'll fall in love with the area like so many others in our community have over the years. In fact, Murray has earned the title of **"friendliest small town"** from Rand McNally and USA Today for several back-to-back years. Our friendly community is also a safe place to call home. The City of Murray has been named one of the nation's **Top 50 Safe College Towns** per SafeWise and has earned national recognition for Murray State's safety initiatives.

Murray is located in a convenient area of western Kentucky and is within **driving distance of many major cities** locally and out of state in Tennessee, Illinois, Indiana and Missouri. Explore below to review a few select routes between the following notable locations and Murray State University.

- 7 miles north of the [Tennessee border](#)
- 20 miles west of [Land Between the Lakes National Recreation Area](#)
- 118 miles to [Nashville, Tennessee](#)



Murray boasts a diversity of locally-owned restaurants, specialty retail shops and other businesses that our students, faculty, staff and campus visitors can all enjoy.

[Murray Kentucky Convention and Visitor's Bureau](#)

[Chamber of Commerce](#)



# Application Process

## Greenwood Asher & Associates®

**Greenwood Asher & Associates (GA&A)** is assisting Murray State University in this search.

*Applications and nominations are now being accepted.*

### How to Apply:

Please submit application materials through the GA&A **Candidate Portal**.

Application materials should include:

- ▶ A letter of interest that clearly states the applicant's qualifications for the position
- ▶ 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.

### Inquiries and nominations should be directed to:

#### Jeremy Duff

Vice President of Executive Search

**[jeremyduff@greenwoodsearch.com](mailto:jeremyduff@greenwoodsearch.com)**



#### Itza Walters

Senior Executive Search Consultant

**[itzawalters@greenwoodsearch.com](mailto:itzawalters@greenwoodsearch.com)**

### Compensation

Salary will be competitive and commensurate with qualifications and experience.

*Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, veteran status, disability, or political or social viewpoint in employment or application for employment, admissions or the provision of student and employee services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.*