



MURRAY STATE
UNIVERSITY

POSITION PROFILE

Director of Human Resources

We are Racers.



The Opportunity

Murray State University invites nominations and applications for the position of Director of Human Resources, a pivotal leadership role responsible for advancing the University's commitment to its employees while supporting the institution's mission of academic excellence, student success, and service.

Reporting directly to the Vice President for Finance and Administrative Services, the Director serves as the University's chief human resources leader and trusted advisor on a broad range of workforce matters. This individual will provide strategic leadership across all facets of human resources, including employee relations, compensation and classification, benefits administration, talent acquisition, policy development, training and development, organizational effectiveness, and compliance.

The successful candidate will join a collaborative and student-centered institution and have the opportunity to make a meaningful impact on the employee experience across campus. The Director will lead a comprehensive human resources operation that supports faculty and staff throughout the employee lifecycle while helping the University navigate evolving workforce needs, organizational change, and regulatory requirements.

This is an exceptional opportunity for an experienced human resources professional who values relationship-building, sound judgment, and service-oriented leadership. Murray State seeks a leader who can balance strategic thinking with operational excellence, foster trust across the institution, and champion innovative practices that strengthen the University's ability to attract, retain, and develop talented employees.

The ideal candidate will bring significant human resources leadership experience, a deep understanding of higher education environments, and a demonstrated ability to partner effectively with institutional leaders to advance organizational goals.



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.
- Maintains 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.
- 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

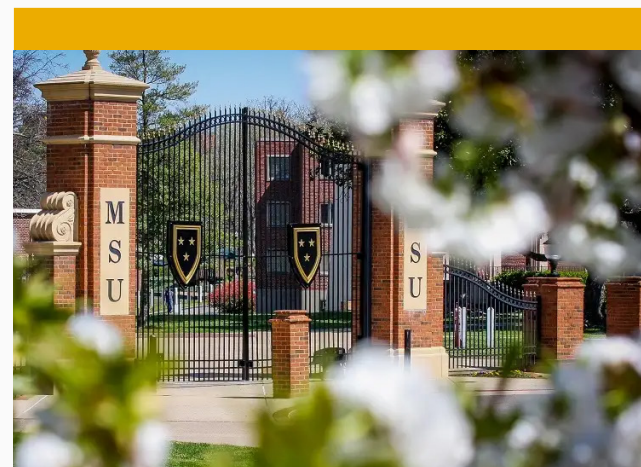
- Bachelor's degree from an accredited institution required, in a field related to human resources.
- Minimum of ten (10) years of progressively responsible human resources experience.
- Minimum of five (5) years of senior-level leadership experience within human resources.
- Minimum of five (5) years of human resources experience within a public higher education institution.

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.
- 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.
- Ability to foster innovation while leading through organizational change.
- Shows enthusiasm for and commitment to the role of higher education.
- Self-motivated.
- Strong interpersonal skills.
- Ability to build trust and respect.

Preferred Credentials and Experience

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



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**

Human 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.

Meet the Staff



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



Shelley Feather

Senior Executive Search Consultant

shelleyfeather@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.