



**Marshall B.
KETCHUM UNIVERSITY**

Vice President for Human Resources

JOB SUMMARY

Are you looking for an exceptional workplace that is growing? Come to Marshall B. Ketchum University (MBKU) for an opportunity to be at the forefront of health care education and stay for a culture that fosters having fun with co-workers, time to celebrate, recognize & reward employees and supports work-life integration.

The current Vice President is retiring and we have an opportunity to lead a fantastic HR Team. If you are interested read on!

Reporting directly to the President, this position is responsible for planning and leading the company's HR function. The Vice President for Human Resources develops and implements performance strategies that support the company's ability to achieve its mission. The areas of responsibility include recruitment and staffing, benefits and compensation, performance management, employee relations, HR information systems, ergonomics, wellness, recognition and training and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements HR policies and procedures designed to support the company's strategic goals and objectives and ensure quality and consistency in the implementation and administration of them across locations.
- Develops and implements organizational strategies to ensure that the company creates and maintains a culture that fosters performance excellence and teamwork.
- Manages the performance appraisal process and assists management in identifying and implementing a variety of employee performance improvement strategies such as 360 degree feedback and utilization of the DiSC instrument.
- Assist management with employee performance issues and ensures disciplinary processes are properly followed.
- Partners with department management to design and implement programs that promote employee retention, drive individual and group performance, and position the company as an Exceptional Workplace.

- Responsible for the negotiations for the health insurance and related benefit renewals annually.
- Coordinates the design and delivery of HR related training and development courses.
- Oversees the development and implementation of consistent policies and procedures companywide.
- Identifies legal requirements and government reporting regulations affecting Human Resources function (e.g. OSHA, EEO, Wage and Hour, ERISA). Monitors exposure of the University. Directs the preparation of information requested or required for compliance. Acts as a primary contact with labor counsel and outside government agencies as it relates to the Human Resources Department.
- Achieves a positive balance within the University community by serving as liaison between administration, faculty, and staff.
- Assists Dean of Optometry, Dean of Pharmacy and Program Director for the School of Physician Assistant Studies with Human Resources administration for faculty including onboarding, record maintenance and benefits administration.
- Facilitates problem solving and conflict resolution of complaints and issues received from managers and employees.
- Acts as the Plan Administrator for the retirement plans and is a participant on the fiduciary committee.
- Serves as the University's Title IX Deputy for Complaints from Employees.
- Supervises two Human Resources Generalists.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong working knowledge of employment practices and laws (federal and state) and HR concepts and techniques.
- Strong leadership and teambuilding skills.
- Ability to champion change at all levels of the organization.
- Ability to think and act strategically and manage multiple priorities.
- Extensive experience in coaching and developing others.
- Excellent communication and influence skills.
- Comfortable performing multifaceted projects in conjunction with day-to-day activities.
- Superior interpersonal abilities. Ability to get along with diverse personalities, tactful, mature, and flexible.
- Understands people and their problems and supports fairness and consistency in areas of policy adherence, human resources administration and employee relations.
- Good reasoning abilities; sound judgment.

- Resourceful and well organized.
- Excellent training and presentation skills.
- Customer and quality of service oriented.

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- Bachelors' Degree in Human Resources or a related field.
- Masters Degree and HRCI/SHRM certifications preferred.
- Ten + years of applicable Human Resource experience.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded the first Doctor of Pharmacy (PharmD) degree in Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under Employment for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume and salary requirements to humanresources@ketchum.edu. Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.