



**Rock Valley College**

**VICE PRESIDENT  
HUMAN RESOURCES  
SEARCH**

Institutional &  
Position Profile



# VICE PRESIDENT SEARCH

Rock Valley College (RVC) is seeking its next Vice President of Human Resources. Since its inception in 1964, RVC has served as a regional resource to students, their families, and the employers of northern Illinois and southern Wisconsin.

The Vice President of Human Resources (VP-HR) leads a team of nine and will focus on the following objectives aligned with the College's Strategic Plan:

- Promote the Professional Development of Employees
- Lead and Assist with the Recruitment of Diverse Employees

## JOB SUMMARY

The VP-HR is the Chief Human Resources Officer responsible for leading the strategic direction of that department in alignment with the College's strategic plan. The VP-HR is responsible for recommending, enforcing, and evaluating legally compliant human resources policies, as well as administrative procedures. Central to this position is to model the College's core values of a Learner-Centered Community, Mutual Respect, Excellence, Diversity, Collaboration, Innovation, and Public Trust.

Responsibilities include, but are not limited to, employee relations, collective bargaining and labor relations, total rewards, including administration of appropriate compensation and health and wellness plans, talent acquisition, and performance management. Ensure compliance in the interpretation of laws and regulations and advise the college's administration, faculty, and staff on regulations, policies and procedures.



# CHALLENGES & OPPORTUNITIES

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## **DEVELOP STRATEGIES TO DIVERSIFY THE TALENT POOL**

RVC has made strides in hiring faculty and staff from groups traditionally underrepresented in higher education to fill vacancies. While progress has been made, the work needs to continue. Innovative strategies are needed to help recruit and retain diverse talent. The VP-HR will have an opportunity to develop additional strategies to diversify the talent pool and to put mechanisms in place to help with retention and professional longevity.

## **PROFESSIONAL DEVELOPMENT ALIGNED WITH STUDENT SUCCESS**

RVC students come from diverse backgrounds and require different levels of support to achieve their educational goals. Consequently, programs, services, policies, and procedures are expected to promote student success rather than serve as barriers. The VP-HR works in conjunction with other relevant vice presidents to ensure faculty and staff have professional development activities and training opportunities to be successful in their roles of supporting students. The Office of Human Resources works in tandem with Academic Affairs and other offices to plan professional development activities across the organization.

## **WORK COLLABORATIVELY IN A UNION ENVIRONMENT**

A majority of RVC employees belong to one of three collective bargaining organizations. The VP-HR must welcome the opportunity to work collaboratively within this environment and foster a framework of collaboration that is cultivated from listening to the voices of faculty and staff throughout the College.

## **FOSTER CAMPUS CULTURE IMPROVEMENT AND SENSE OF BELONGING**

The revelations of RVC's recent Campus Culture Survey showed that the college has made positive gains in intentionally creating a workplace where people feel valued and a sense of belonging. This work has to continue. The VP-HR will be expected to work with other vice presidents to enhance the onboarding experience. This includes enhancing the first 30, 60, 90, and 180 days of employment, focusing on developing best practices and procedures that promote employee retention and a sense of belonging.

## **BUILDING LEADERSHIP FROM IN-HOUSE TALENT**

Part of the matrix for employee retention is providing guided pathways for professional upward mobility. RVC has implemented leadership development academies for various employee groups at the college that provide participants with a wide range of training and development in a practical environment to help them become equipped for the next phase in their professional journey. This and other forms of training and development need to continue to help retain and grow in-house talent. The VP-HR must play a principal role in these undertakings.

# QUALIFICATIONS



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

## MINIMUM QUALIFICATIONS

- A Master's Degree in Human Resources Management, Business, or related field.
- Minimum of seven years' experience in labor relations, recruiting, compensation, training and development, benefits administration, and policy development and implementation.
- Minimum of five years' of supervisory experience.
- Proven record as a leader and manager who can provide strategic and creative direction while balancing the resources and funding requirements necessary to achieve strategic goals.
- Proven ability to effectively and accurately communicate complex concepts and information to general audience orally and in writing.
- Knowledge of and experience complying with various federal and state laws such as ADA, FMLA, NLRA, Title VII, and Title IX.
- Hands-on experience with various office computer applications and database management.
- Experience with Human Resources Information Systems (HRIS) supporting end-to-end employee management, and understanding of how HRIS integrates with broader Enterprise Resource Planning (ERP) systems.



## PREFERRED QUALIFICATIONS

- Three to five years of experience working at a community college with demonstrated commitment to serving a diverse student and employee population, embracing a culture of diversity, equity, inclusion, and sense of belonging.
- Collective bargaining experience as part of the negotiations team and/or interpreting and enforcing language within a union contract.
- Human Resources certification such as SHRM-SCP or SPHR.

# ABOUT THE COLLEGE

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RVC is a comprehensive two-year community college in Rockford, Illinois, offering more than 100 courses for transfer, career programs, and certificates. The College is part of the 48-institution Illinois Community College System, serving a population of more than 340,000 in Winnebago, Boone, and the surrounding counties.

RVC At-A-Glance:

- Accredited by the Higher Learning Commission (HLC)
- Member of North Central Association
- Recognized by Illinois Community College Board and the Illinois Board of Higher Education
- Over \$67 million operating budget; total budget over \$128 million
- Revenue sources include tuition and fees, local property taxes, state appropriations, and state grants and contracts
- 217-acre main campus
- Five satellite locations
- Annual enrollment of approximately 6,000
- 23,000 non-credit annual enrollment

# STRATEGIC PLAN

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RVC is guided by its 2022-2027 Strategic Plan which contains four strategic plan pillars. [Learn more about each pillar and their related strategic goals here.](#)





## EXPLORE THE ROCKFORD AREA

Located on the banks of the Rock River, Rockford is the county seat of Winnebago County. The largest city in Illinois outside of the Chicago metropolitan area, Rockford is the fourth-largest city in the state with approximately 148,000 residents, and an outlying metropolitan area population of nearly 350,000. Rockford is located only 80 miles northwest of Chicago via Interstate 90 and is in the center of a rich agricultural area just south of the Wisconsin border.

### EDUCATION

The district of RVC includes several public school districts: Rockford Public Schools, Belvidere District 100, Harlem School District, Honongah School District, Winnebago Schools, Pecatonica Schools, Byron School District, and others. Additionally, there are over 20 faith-based and secular private schools.

Other higher education institutions include Rockford University, Northern Illinois University, and University of Illinois where students can pursue 4-year and advanced degrees.

### HEALTH CARE

Three modern, well-equipped hospitals are located in Rockford:

- OSF Saint Anthony Medical Center
- UW SwedishAmerican Hospital
- Javon Bea Hospitals (two locations)

### RELIGION

More than 160 churches and temples offer spiritual and educational assistance to various religious faiths. All major religions in the world are represented in the greater Rockford area.

### CULTURE

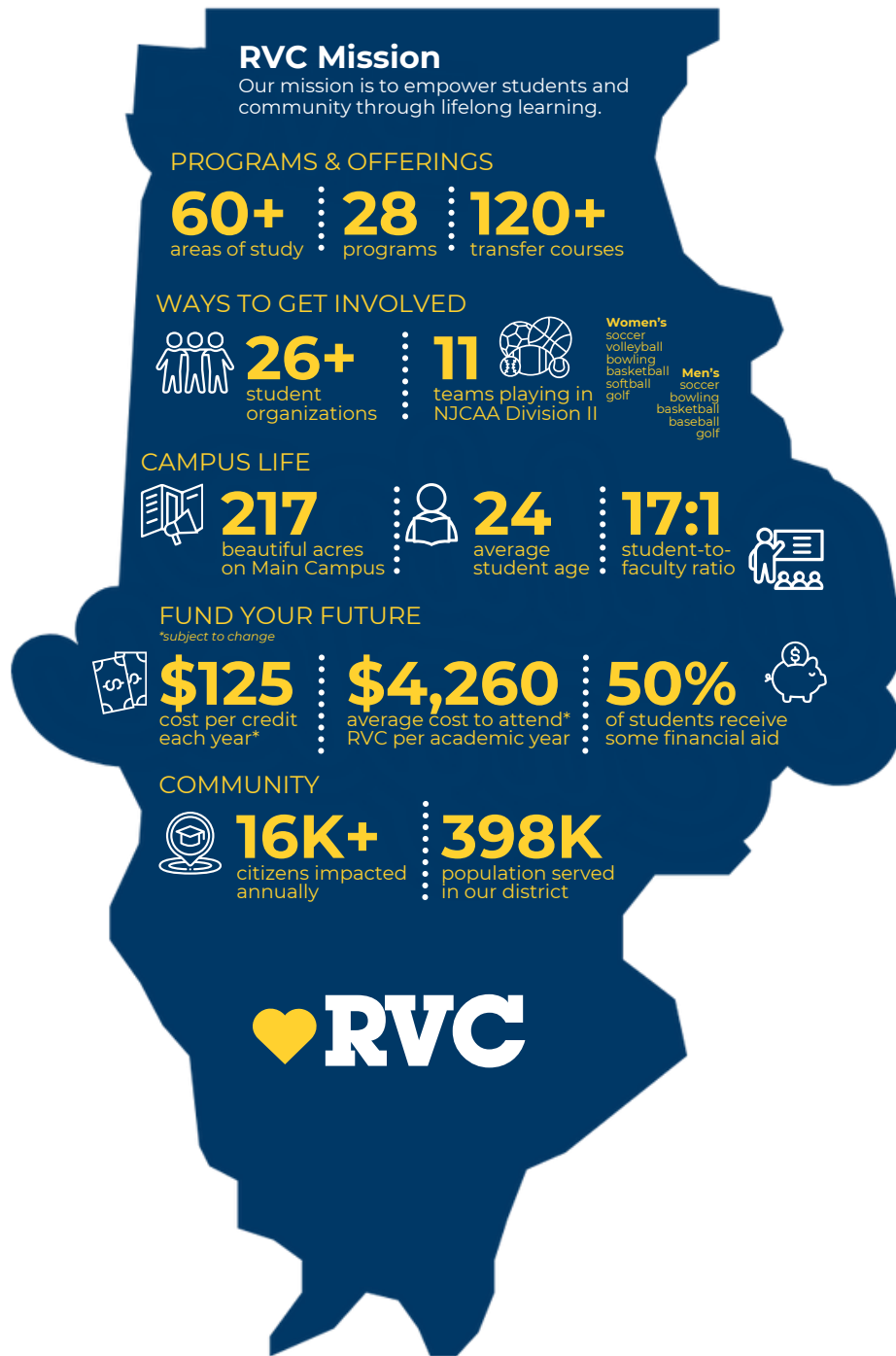
Few communities the size of Rockford can match its cultural resources. Music, art, dance, and theater are offered in great variety included at Starlight Theatre - a one-of-a-kind outdoor theatre that presents five major musical productions each summer.

### RECREATION

Rockford is not called the Forest City for nothing! The city enjoys an excellent and award-winning park system with over 2800 acres of public parks. There are recreational activities that will appeal to every interest: nine golf courses, recreational paths, and a beautiful state park are available to local residents.



# RVC FAST FACTS



## HOW TO APPLY

[Click to view the complete job description and complete the application.](#)

Equal Employment Opportunity. It is the policy of Rock Valley College to provide equal opportunity in its admissions, employment and educational programs and activities consistent with federal and state law. Discrimination is prohibited on the basis of race, color, religion, national origin, ancestry, citizenship status, sex, age, physical or mental disability, marital status, order of protection status, sexual orientation, gender identity (including gender expression and gender questioning), veteran status, or unfavorable military discharge, use of lawful products while not at work, genetic information, or other legally protected categories.