



# EXECUTIVE DIRECTOR OF HUMAN RESOURCES APPLICANT SEARCH



## ABOUT LIT

Lamar Institute of Technology (LIT) is a two-year technical college in Beaumont, TX that offers more than 50 degree and certificate programs in fields like healthcare, energy, technology and public safety—along with general education courses, continuing education and dual enrollment options, both on campus and online. LIT offers educational programs and training that expand students' knowledge, encourage their continued development, and provides high-value marketable skills for today's workforce.

**Mission Statement:** Lamar Institute of Technology provides student-centered technical education and workforce training that lead to credentials of value, career advancement, and economic mobility.



## ABOUT LSCPA

Lamar State College Port Arthur, a member of the Texas State University System, is in the heart of Southeast Texas' energy and industrial corridor. The college offers more than 50 academic, technical, and workforce programs, from the arts to industrial training and allied health, designed to prepare students for high-demand careers and transfer opportunities. Through faculty mentorship, industry partnerships, and workforce training, LSCPA supports student success and regional economic growth.

**Mission Statement:** Lamar State College Port Arthur provides learning experiences that prepare students to continue their education or enter the workforce.



## ABOUT LSCO

Lamar State College Orange (LSCO), located in Orange, TX, offers fully transferable first- and second-year-level courses that fulfill the academic core curriculum for most four-year degrees. Students experience a first-class education that prepares them to complete a bachelor's degree or directly enter the workforce. By offering small class sizes, a diverse atmosphere, and affordable tuition, LSCO is dedicated to transforming the lives of our students.

**Mission Statement:** Lamar State College Orange transforms lives and communities through the continual pursuit of academic, professional, and personal excellence. We provide new and unique opportunities for growth and success. We are the bridge connecting those we serve to a bright, Orange future.

## ACCREDITATION

Lamar Institute of Technology, Lamar State College Port Arthur, and Lamar State College Orange are all accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).



## ABOUT SOUTHEAST TEXAS

Southeast Texas is a distinct cultural and industrial region bordering Louisiana and the Gulf of Mexico, centered on the “Golden Triangle” of Beaumont, Port Arthur, and Orange. Shaped by its coastal geography and proximity to Louisiana, it blends Texas and Cajun influences in its cuisine, music, and dialects. Economically, it is a cornerstone of the American energy sector, with major refineries, petrochemical plants, and shipping facilities along the Sabine-Neches Waterway. The 1901 oil discovery at Spindletop launched the modern petroleum industry and established the region as a hub of industrial growth. Today, it remains vital to energy production, international trade, and coastal resilience, with a strong identity rooted in working-class and cross-cultural traditions.

That economic strength translates into a practical advantage: consistent career opportunities across energy, manufacturing, and logistics, with clear paths for advancement. At the same time, the cost of living is notably lower than in most major metros, making homeownership and a comfortable lifestyle attainable earlier in a career. Short commutes and close proximity to the Gulf support mean more time outside of work, whether that’s on the water, exploring nearby nature, or simply enjoying a slower and more balanced day-to-day pace.

Culturally, Southeast Texas offers a blend of Texas and Cajun traditions that shape its food, music, and community life. The region is welcoming and well-connected, making it easy for newcomers to settle in and build lasting connections.

## TEXAS STATE UNIVERSITY SYSTEM (TSUS)

Lamar Institute of Technology, Lamar State College Port Arthur, and Lamar State College Orange are members of the Texas State University System (TSUS). Founded in 1911, TSUS is the oldest higher education system in Texas, originally established to coordinate the state’s teacher colleges.

Since then, it has grown into a network of institutions spanning from the Texas-Louisiana border to the Big Bend region of West Texas. Today, its seven component institutions serve more than 90,000 students and offer a broad range of academic and career-focused programs. Faculty and staff across the system prepare students to succeed in the workforce and contribute to a global society.

Other sister institutions in the System are:

- **Lamar University (Beaumont)**
- **Sam Houston State University (Huntsville, Conroe, and The Woodlands)**
- **Sul Ross State University (Alpine, Del Rio, Eagle Pass, and Uvalde)**
- **Texas State University (San Marcos and Round Rock)**

TSUS is governed by a nine-member Board of Regents appointed by the governor. A non-voting student regent is also appointed annually to the board. The System is led by a board-appointed chancellor, and the presidents of LIT, LSCPA, and LSCO report directly to the chancellor.

## A SHARED VISION

Lamar Institute of Technology (LIT), Lamar State College Orange (LSCO), and Lamar State College Port Arthur (LSCPA) leverage shared services under the Texas State University System (TSUS) to enhance operational efficiency for business services. Key shared areas include information technology, finance and operations, risk management, procurement services, and human resources.

## POSITION OVERVIEW

The Executive Director of Human Resources is responsible for leading and overseeing all Human Resources functions, including Employee Relations, Recruiting, Benefits, Compliance, and Training and Development, for Lamar Institute of Technology, Lamar State College Orange, and Lamar State College Port Arthur. This position serves as a key stakeholder in our organizational strategy and reports to the Vice President for Finance and Operations and Chief Financial Officer.

### DUTIES AND RESPONSIBILITIES:

- Advise leadership in areas such as Human Resources, change management, training and development initiatives, resource planning, and effective implementation of processes and programs
- Drive initiatives such as goal setting, measurement, performance feedback, and rewards
- Responsible for compliance with State mandates
- Coach supervisors and employees on various employee relations, compliance, and policy issues, and all support programs offered by the campuses
- Maintain comprehensive employee relations strategy, successfully resolving complex cases and maintaining strong stakeholder relationships
- Oversee all investigations ensuring compliance with internal investigative procedural workflows, documentation expectations and retention, accurate policy interpretation and application, and the administration of risk mitigating resolutions
- Personally manage highly complex and executive-level investigations and employment matters
- Partner with campus entities to ensure safety during investigation, adequate and timely communication, and the ultimate success of the resolution and supportive measures
- Self-perform and ensure team's regular follow-up on resolved cases to ensure compliance with non-retaliation policies and efficacy of resolution measures
- Serve as company representative in mediation, litigation, EEOC charge responses, etc.
- Continually promote a work environment centered around dignity and respect for all employees, students, vendors, and visitors
- Oversee leave of absence and accommodation administration, approvals, and tracking to ensure legal rights are administered properly and to prevent abuse
- Conduct equity and market analysis to ensure competitive pay structures
- Manage recruitment processes to successfully fill faculty and staff roles while improving time-to-fill metrics
- Develop and deliver manager training programs on performance management, legal compliance, and leadership development
- Responsible for policy development and maintenance
- Maintain HRIS reporting compliance and oversee and/or directly manage all other HR reporting
- Serve as Project Manager to implement new HR software, as needed
- Oversee benefits administration (enrollment, reporting, COBRA compliance, etc.)
- Oversee ACA reporting process and employee notifications
- Manage the administration of each campus' HR Communications calendar
- Consult with general counsel, as needed
- Design and oversee onboarding and offboarding processes; and employee experience initiatives
- Communicate and update employee handbooks in compliance with state and system office
- Oversee maintenance centralized employee documentation
- Work with payroll and finance to ensure employees' timely and accurate payments
- Responds to internal and external audit requests that impact HR
- Manage and oversee all Workers' Compensation claims
- Provide ongoing support on special projects and other duties as assigned

### MINIMUM QUALIFICATIONS

- Minimum 10 years' relevant work experience in a broad scope of human resources
- Bachelor's degree in human resources or equivalent
- 5 years of supervisory experience or an equivalent combination of leadership, related experience and advanced education.
- Highly knowledgeable about employment laws, including, but not limited to EEO, ADA, Title VI, VII, FMLA, PDA, FLSA, etc.

# NOMINATIONS AND APPLICATIONS

AGB Search is pleased to assist Lamar Institute of Technology, Lamar State College Orange, and Lamar State College Port Arthur with this leadership search. Review of applications for the executive director will begin immediately and continue until an appointment is made. To apply for the position, candidates are requested to submit the following in PDF format:

- A letter of interest addressing the qualifications identified in the profile;
- A current resume; and
- The contact information (email and phone) for three professional references, including their relationship to the candidate.

To assure full consideration, applications should be received by **June 1, 2026**, to the AGB Search portal system here: [Lamar Institute of Technology, Lamar State College Port Arthur, and Lamar State College Orange Executive Director of Human Resources](#). Please direct nominations and expressions of interest or any questions regarding the application process to: [LamarTech\\_StateHRExecutiveDirector@agbsearch.com](mailto:LamarTech_StateHRExecutiveDirector@agbsearch.com)

## AGB SEARCH

Advancing Higher Education Leadership

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*Lamar Institute of Technology, Lamar State College Port Arthur, and Lamar State College Orange are Equal Opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including and as it pertains to pregnancy and wages), national origin, disability, age, genetic information, protected veteran status, and/or retaliation.*





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TINYURL.COM/BFZCH2VK**

