

VICE PRESIDENT – CHIEF HUMAN RESOURCES OFFICER

Texas Southern University Job Description

Human Resources

Job Title: VICE PRESIDENT – CHIEF HUMAN RESOURCES OFFICER
FLSA: Exempt
Pay Grade: 120
Reports to: The Senior Vice President and Chief Administrative Officer
Revised Date: August 2026 and October 2026

JOB SUMMARY:

Vice President and Chief Human Resources officer is responsible for the overall management/leadership of the human resources function for the university, serves as a member of the Administrative Council, and serves on other senior-level committees/taskforces assigned.

DISTINGUISHING CHARACTERISTICS:

N/A

DUTIES AND RESPONSIBILITIES:

- Develops and implements the HR Strategic Plan, establishes accountability, identifies solutions to solve problems, and ensures that Human Resources policies and practices support and enhance the University's Strategic Plan.
- Directs the staff recruiting, employment law, compensation, benefits, employee relations, training, and professional development functions.
- Formulates and administers Human Resources and policies and procedures for the University.
- Directs the development of the annual operating budget for Human Resources, manages departmental expenditures, oversees reconciliation of accounts and preparation of financial reports for the departments.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and to promote a high level of employee morale and performance.
- Identifies legal requirements and government reporting regulations affecting Human Resources.
- Directs the preparation of information requested or required for compliance.
- Acts as a primary contact with the General Counsel for outside government agencies. Coordinates employee relations issues with the office of General Counsel and applicable outside employment law attorneys.
- Formulates and designs compensation structures, pay policies, performance management programs, employee benefits programs and services, and employee health and wellness programs.
- Demonstrates a strong commitment to collegiality, mutual respect, and inclusiveness, fairness, flexibility, honesty, trustworthiness, and ethics. In all instances, build an organization that honors confidentiality and earns trust.
- Establishes, sponsors, and develops standards and management training for the university.
- Administers a wide variety of Human Resources programs in support of university objectives while having authority/responsibility for Human Resources staff.
- Selects and coordinates use of Human Resources consultants, insurance carriers, pension administrators, training specialists and other outside sources.

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- Conducts periodic study of Human Resources and related policies, programs, and practices to ensure the university is following current best practices. Keeps senior leadership apprised of emerging issues affecting the effective and efficient management of the workforce.
- Prepares periodic reports to senior leadership, as necessary or requested.
- Directs the efforts of all special events and programs such as the Annual Benefits fair, retirement seminars, training workshops and HR presentations to faculty and staff.
- Directs, in partnership with the Chief Information and Chief Financial Officers, the use and development of the university's Human Resource Information System (Human Capital Management System).
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Required Education and Experience:

Master's degree in Management, Business Administration, Human Resource Management, or related field with a minimum of fifteen (15) years of increasingly responsible professional human resources management experience. Higher education experience is desirable.

Preferred Education:

Doctoral Degree in Management, Business Administration, Human Resource Management, or related field.

Preferred Certifications:

Senior Professional in Human Resources (SPHR)
Human Resources Certification Institute (HRCI).

Knowledge, Skills, and Abilities:

Knowledge of:

- Federal, state, and local labor/employment laws and regulations.
- HR policies, procedures, and practices.
- Demonstrated expertise in multiple human resource management disciplines. Has the knowledge to act as the university's ultimate subject matter expert in all matters related to the management of the university's workforce. Demonstrated ability to create and implement proven methods/approaches to address emerging conditions that affect the university's ability to continue to meet its mission.
- Human Resource Information Systems, such as Workday, Oracle, and Banner.
- Microsoft Office Professional or similar applications.

Skilled in:

- Effective customer service.
- Problem-solving and decision-making.
- Multitasking and time management.
- Management.
- Analytics.
- Coordinating the work of others.

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- Strategic planning.
- Budget management.
- Planning.
- Leading projects.
- Verbal and written communication.

Ability to:

- Manage highly sensitive and/or confidential information.
- Work in a team-oriented environment, establishing good working relations with faculty, staff, students, business partners and other institutional constituencies.
- Show commitment to promoting cultural diversity, employment equity, and staff development.
- Develop and implement strategic goals, plans and policies related to the management of the university's workforce.

WORK ENVIRONMENT AND PHYSICAL DEMAND:

Moderate standing and/or walking.

Handling light weight objects.

Using or carrying light-weight equipment.

This job description is intended to be generic in nature and describe the essential functions of the job. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities may vary based on the specific tasks assigned to the position.