

# HUBBARD COLLEGE OF ADMINISTRATION OF TAMPA BAY, INC.

**Job Description:** Vice President of Human Resources, Information Technology and Internal Affairs  
**Organization:** Hubbard College of Administration of Tampa Bay, Inc.  
**Office:** 310 Wildwood Way | Belleair, FL 33756 | [www.hcatampabay.org](http://www.hcatampabay.org)  
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## **SUMMARY OF POSITION:**

The Vice President of Human Resources, Information Technology and Internal Affairs oversees Division 1, "Human Resources, Information Technology and Internal Affairs" of the Hubbard College of Administration of Tampa Bay, Inc.

Under the direction of the President, the Vice President of Human Resources, Information Technology and Internal Affairs Division is responsible for providing leadership and direction to the Departments of Division 1 with direct oversight of the Director of Human Resources, Director of Information Technology and Computing Services and Director of Internal Affairs.

The Vice President of Human Resources, Information Technology and Internal Affairs has primary oversight for human resource operations, including recruitment, hiring, onboarding, training, evaluation, separation and employee benefits and compensation activities; a comprehensive technology program including instructional technology, administrative computing, cybersecurity, technical infrastructure, web development; and employee performance management including application of College policies, procedures and applicable employment law; investigations of grievances, complaints, allegations of misconduct and policy violations.

The Vice President of Human Resources, Information Technology and Internal Affairs has primary leadership responsibilities for planning, implementing and coordinating a comprehensive array of human resources, information technology and employee performance services of the College. In assuming these responsibilities, the Vice President works closely with Deans, Directors, and other administrators and members of the faculty.

The Vice President of Human Resources, Information Technology and Internal Affairs serves as a leader in the long-term planning of the human resources, information technology and employee performance programs, assuring the quality of services and programs; the selection and development of administrators, faculty and staff; and advancement of Hubbard College of Administration of Tampa Bay, Inc.'s Strategic Plan, the College Technology Plan and the goals and objectives of Hubbard College of Administration of Tampa Bay, Inc.

The Vice President of Human Resources, Information Technology and Internal Affairs serves as an advisor to the President in matters related to human resources, information technology and internal affairs programs.

The Vice President of Human Resources, Information Technology and Internal Affairs will be the primary link between the staff and the Vice President of Finance and Administrative Services in all budgetary matters related to the human resources, information technology and internal affairs programs.

The Vice President of Human Resources, Information Technology and Internal Affairs will work with the Vice President of Academic Affairs and the Vice President of Student Services in all matters related to the coordination of respective programs and services.

The Vice President of Human Resources, Information Technology and Internal Affairs will be accountable for the achievement of the College goals and objectives within the scope of Human Resources, Information Technology and Internal Affairs, as set forth in Hubbard College of Administration of Tampa Bay, Inc.'s Strategic Plan.

The candidate for this position is an experienced leader with a clear, focused commitment to employee-centered procedures and practices that foster and promote initiative, performance and professional growth. This candidate is a creative, visionary leader who will inspire staff, colleagues and the community.

The candidate is a critical thinker who seeks innovative solutions to problem-solving and possesses outstanding interpersonal, written and oral communication skills.

The candidate is highly ethical, trustworthy, credible, loyal and respectful of varying views and opinions.

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The candidate is flexible and is a person whose leadership style is collegial, approachable and is accessible on campus and in the community.

The candidate is able to delegate responsibility and authority while maintaining accountability.

The candidate fosters cohesion and a sense unity for the good of the College and is committed to the effective use of technology within all aspects of the College environment.

## **ESSENTIAL FUNCTIONS AND DUTIES**

- Provides strong, dynamic leadership in the planning, organizing and coordinating of the Human Resources, Information Technology and Internal Affairs Division, fosters a collegial environment that encourages and supports employee professional development, productivity and success; advocates and promotes quality employee development services and programs and employee performance practices; supports effective utilization of information and computing technology within the instructional and administrative areas of the College; supports the application of College policies, procedures and applicable employment law;
- Possesses the vision to guide the College's human resources, information technology and internal affairs programs and services into the future; implements a process for systematic divisional program review and utilizes the results and recommendations to strengthen human resources, information technology and internal affairs programs;
- Understands and appreciates the mission of the Hubbard College of Administration of Tampa Bay, Inc. and is able to relate it to all constituencies; aids in making decisions consistent with the mission and goals of Hubbard College of Administration of Tampa Bay, Inc.;
- Works with the Director Human Resources to develop effective recruitment, hiring, onboarding, training, evaluation, separation services and employee benefits and compensation programs;
- Works with the Director of Information Technology and Computing Services to develop a comprehensive technology program including the development, updating and implementation of the College Technology Plan;
- Works with the Director of Internal Affairs to develop comprehensive employee management services and programs and resolve employment issues; ensures that state and federal regulations are implemented in employee-related matters, such as grievances, complaints, allegations of misconduct and policy violations.
- Collaborates with the Vice President of Academic Affairs and the Vice President of Student Services to select and implement technology in the instructional and student services areas;
- Provides innovative, successful leadership and vision to the departments of Division 1; develops effective practices, policies and procedures within Division 1, and receives recommendations from administrators, faculty and staff of other institutional divisions and departments regarding the planning, implementation and review of human resource, information technology and employee performance programs, services, activities and related matters;
- Develops and implements policies and administrative procedures relating to the Human Resource, Information Technology and Internal Affairs Division;
- Acts as the officer in the recruitment and selection of Division 1 administrators and recommends to the President the employment of those selected;
- Represents Hubbard College of Administration of Tampa Bay, Inc. as the Vice President of Human Resource, Information Technology and Internal Affairs at professional meetings and conferences; serves on relevant committees and commissions; makes presentations at meetings, workshops and events as assigned;
- Works effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved human resources, information technology and employee performance programs and services;
- Participates in open sessions of the Board of Trustees as needed;
- Prepares, submits and monitors the annual budget for areas of responsibility;
- Trains, supervises, evaluates and directs the work of assigned personnel;

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- Completes other duties as assigned by the President;
- Follows safety rules and maintains personal safety and the safety of others, including maintaining a clean and safe work area;
- Records and reports information accurately as required; and
- Follows employee and organizational policy.

## **NON-ESSENTIAL FUNCTIONS AND DUTIES**

- Participates in ongoing training.
- Other duties as may be assigned, directed, or requested.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The Vice President of Human Resources, Information Technology and Internal Affairs will have the following:

- Knowledge and experience in strategically planning human resource programs and services in support of organizational goals;
  - Ability to manage organizational changes to increase employee satisfaction and productivity;
  - Ability to identify opportunities for improving, developing and conserving human resources;
  - Knowledge and proven experience in developing and executing long-term technology strategies aligned with the mission and goals of a higher education institution, or an organization of comparable complexity;
  - Ability to integrate technology into the academic and administrative environment to enhance teaching, learning, and employee productivity, guiding the institution through technological process improvements;
  - Knowledge of computers and computer applications that support management systems and administrative functions; and effective online delivery of instructional and student support services;
  - Demonstrated ability to exercise discretion, superior judgment and analytical skills and neutrality in highly sensitive situations involving allegations of discrimination in Title VII and Title IX policy violations;
  - Knowledge of the federal and state laws pertaining to civil rights, discrimination, harassment and affirmative action, as they apply to colleges, including the Equal Employment Opportunity Act of 1972 (EEO), Americans with Disabilities Act (Title II), Title VI of the Civil Rights Act of 1964 (Title VI), Title VII of the Civil Rights Act of 1964 (Title VII), Title IX of the Educational Amendments Act of 1972 (Title IX), the Jeanne Clery Act of 1990 (Clery Act), the Violence Against Women Act of 1994 (VAWA), the Age Discrimination in Employment Act (ADEA), all as amended where applicable, and other federal and state anti-discrimination laws and requirements;
  - Ability to exercise discretion, superior judgment and analytical skills and neutrality in highly sensitive situations involving investigations, discipline and corrective actions;
  - Ability to promote organizational compliance with College policy and applicable laws;
  - Ability to work on complex and confidential issues utilizing judgment, tact, and resourcefulness;
  - Knowledge of the Hubbard College of Administration Management System; and
- Knowledge of relevant state and federal regulations governing higher education, including, but not limited to, Florida's regulatory environment for private colleges.

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## **REQUIRED QUALIFICATIONS**

The Vice President of Human Resources, Information Technology and Internal Affairs will possess:

- A master's degree from an accredited institution;
- An understanding of the mission of Hubbard College of Administration of Tampa Bay, Inc. and the Hubbard College of Administration Management System; and
- Three years of senior administrative-level leadership and experience in higher education, human resources, information technology, employee performance management; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## **DESIRED QUALIFICATIONS**

The desired qualifications for this position are:

- Information Technology degree, e.g., computer programming, cybersecurity, computing systems, computer engineering, software engineering, data analytics, network administration, network engineering, etc.;
- Society for Human Resource Management (SHRM) Certification e.g., SHRM - Certified Professional, SHRM - Senior Certified Professional;
- Three years' human resources, information technology or employee performance management experience in higher education with a demonstrated commitment practice that foster and promote employee initiative, performance and professional growth;
- Three years of senior administrative level leadership and experience in higher education;
- Demonstrated experience with strategic planning, strong fiscal management linking resource allocation to planning and priorities (including data-driven decision-making) and leading the ongoing efforts of the College to meet accreditation standards;
- Demonstrated record of fiscal responsibility and accountability; and
- Demonstrated commitment to academic quality and standards;

## **PHYSICAL REQUIREMENTS**

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee:

- Must be able to type on a computer keyboard, using a computer mouse and computer monitor for 8 hours at a time.
- Must be able to sit at a desk for approximately 8 hours per day (with periodic breaks allowed) while using a computer.
- Must have manual dexterity to be able to use a computer, phone, and camera and related equipment in an office environment.

## **LANGUAGE SKILLS**

Ability to read and interpret information, instructions, software applications, technical information, company policies, documents and safety rules. Ability to explain policies, procedures, and processes in layman's terms; ability to compile pieces of information into a cohesive whole to achieve the most elegant communication possible.

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## **MATHEMATICAL SKILLS**

Ability to calculate figures and measurements. Ability to quickly perform simple calculations while performing tasks related to specific work parts.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to apply reason to problems such as determining the appropriate creative message of a marketing piece.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is performed primarily in an office environment.
  - The noise level in the work environment is usually quiet to moderate.
  - The employee must be able to work in a fast-paced team environment.
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