



Youngstown State University is a state-assisted, urban institution of higher education which primarily, but not exclusively, serves the students of northeastern Ohio and western Pennsylvania.

The University has an enrollment of approximately 13,100 (head-count) in a wide variety of programs ranging from 2-year associate degrees to the Doctor of Education degree.

Schools and colleges of the University are the College of Liberal Arts and Social Sciences, the College of Business Administration, the College of Education, the College of STEM, the College of Fine and Performing Arts, the College of Health and Human Services, and the School of Graduate Studies and Research.

The campus, located north of downtown Youngstown, is compact and carefully designed, with most of the major structures being new or recently renovated. The Physical Plant is valued at approximately \$320 million.

The city of Youngstown is located between Cleveland and Pittsburgh. The Youngstown-Warren area has a population in excess of 500,000 and offers the usual amenities of urban living but few of the problems of the big city. All types of housing are available within a 30-minute drive of the campus, and housing costs in the Youngstown area are significantly lower than in most metropolitan areas.

**REVISED**

**PROFESSIONAL/ADMINISTRATIVE STAFF POSITION ANNOUNCEMENT**

**YOUNGSTOWN STATE UNIVERSITY** invites applications for the Professional/Administrative position described below:

**TITLE:** Chief Human Resources Officer  
**DEPARTMENT:** Human Resources  
**SALARY RANGE:** Commensurate with education and experience

**MINIMUM QUALIFICATIONS:** Bachelor's degree, preferably in human resources or business administration or related field, and ten years of increasingly responsible professional human resources experience is required. Firm knowledge and experience in standard HR practices and evidence of strong leadership abilities are expected. Experience in a senior level HR leadership role in higher education with collective bargaining and comprehensive knowledge of federal, state and public sector labor law is highly preferred. The successful candidate will demonstrate the ability to organize the HR unit around the work force while stressing quality of service and demonstrate the ability to engage the use of technology to manage data. The role of HR in strategic planning is essential and will be prominent in the responsibility of this position. The successful candidate will have a proven record of engaging best practices and continuous improvement.

**SUMMARY OF POSITION DESCRIPTION:** Reports to the Vice President for Finance and Administration and will serve as the top advisor to the President and Cabinet related to matters affecting all employee groups. Will assist Provost and Provost's staff to manage academic personnel. Manages a budgeted staff of 17 and broad responsibilities, including those of a typical HR organization: employment policies and programs; compensation; benefits; performance management; labor and employee relations; recruiting and retention; training and development; organizational development; human resource information systems; and compliance associated with all applicable federal, state and local laws. Working in collaboration with the President and Cabinet, the successful candidate must be able to define and implement a labor relations strategy that will ensure a positive and productive work environment with YSU's four labor unions.

**DATE AVAILABLE:** Immediately

**CLOSING DATE FOR APPLICATIONS:** Review of applications begins immediately and will continue until position is filled.

*Applicants should send (1) letter of interest, (2) current resume, (3) copy of transcript\* documenting academic qualifications for this position, and (4) names, addresses, and telephone numbers of three references to:*

Mr. Lowell Gordon  
Human Resource Alternatives  
5500 Market Street, Suite 78  
Boardman, OH 44512  
[lgordon@hr-alternativesinc.com](mailto:lgordon@hr-alternativesinc.com)

*\*NOTE: Youngstown State University recognizes only credits and degrees awarded by regionally accredited post-secondary institutions in the United States or by equivalent foreign institutions; accredited institutions can be found at <http://www.chea.org>. As a term and condition of appointment, an official transcript must be received by Human Resources prior to a contract being issued. The selected candidate will also be required to sign a release for an employment background check and credential verification.*

**YSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO INCREASING THE DIVERSITY  
OF ITS FACULTY, STAFF AND STUDENTS.**

*Information regarding campus safety at YSU, mandated by the Cleary Act, is available at the following YSU web site: <http://www.ysu.edu/righttk.pdf> or you may request a copy of "Your Right to Know" from the Office of Human Resources, 3<sup>rd</sup> Floor, Jones Hall, 330-941-3122.*