



Macon Campus



Inviting Applications and Nominations

Executive Director of Human Resources

Middle Georgia State College, a four-year state college located in Macon, Georgia, seeks an experienced human resource professional to serve as the next **Executive Director of Human Resources**. The review of applications begins immediately.

THE OPPORTUNITY

The Executive Director of Human Resources is responsible for the overall administration, coordination, and evaluation of the human resource function. The Executive Director reports to the Executive Vice President for Finance and Operations.

The Executive Director:

- Builds, motivates, and retains a strong, results-oriented, and respected human resource organization and culture that is proactive, operationally excellent, and viewed by the College to be collaborative, fundamentally fair and equitable, effective, supportive, thorough, efficient, and innovative
- Advises and coaches management and team members on personnel problems or corrective action issues to help ensure equitable, consistent, and lawful treatment of employees in all employment actions
- Supports the institution's compliance programs (e.g., EEO/AA, ADA, FMLA, WC, etc.) to ensure equity and legal compliance
- Serves as the College's Affirmative Action Officer, Equal Employment Opportunity Officer, and Alternative Dispute Resolutions Liaison
- Reinforces the perception on non-discrimination in all the institution employment practices
- Provides transformational leadership with a focus on building a customer service-oriented HR infrastructure that best serves the needs of a wide variety of constituents
- Proactively reviews and streamlines processes to ensure the delivery of

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high-quality services that contribute to employee productivity

- Provides strategic consultation and guidance to all levels of administration, faculty, and staff concerning human resource matters, employee relations issues, and organizational development needs with a high degree of confidentiality, integrity, ethics, initiative, and judgment
- Ensures compliance with Federal and State laws and the University System of Georgia policies
- Supervises personnel, including directing assignments, addressing complaints, resolving problems, and assessing work performance
- Provides ongoing professional development opportunities
- Trains staff concerning changes in Federal and State regulations
- Develops and monitors the Office of Human Resources budget
- Meets all required standards of confidentiality

QUALIFICATIONS

A bachelor's degree in human resources management, business administration, public administration, or related area, as well as five to seven years of progressive human resource management experience, is required. PHR/SPHR certification is preferred.

The next Executive Director of Human Resources will have:

- Extensive knowledge of current employment-related laws and best practices in human resource processes
- The ability to communicate effectively verbally and in writing

- An understanding of human resource policies and procedures
- Experience with budget development and management principles
- Skills in the delegation of responsibility and authority
- Experience with computers and job-related software programs
- Skills in interpersonal relations and conflict management

THE COLLEGE

Middle Georgia State College is a focused baccalaureate institution with resources dedicated to the advancement



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of a 17-county region in the central area of Georgia. The College, which was created in January 2013 through the consolidation of two existing colleges, Macon State and Middle Georgia colleges, is strongly committed to quality education and student success through excellence and innovation in teaching.

The institution stands on the

threshold of becoming a state university, as the Board of Regents – the appointed body that oversees the University System of Georgia - considers our current requests for graduate programming.

A highly flexible and dynamic institution, MGSC actively recruits faculty, staff, and administrators with the experience and talent to sustain a supportive and productive learning environment for a diverse student population. Scholarly pursuits are encouraged with emphasis on applied research related to regional issues, the College's core disciplines, and institutional effectiveness.

While student housing is provided at three of the College's five campuses, the special needs of a commuting population also are recognized in the design and delivery of counseling, testing, career planning, and placement services.

With campuses in Macon, Cochran, Dublin, Eastman, and Warner Robins and a total enrollment of more than 8,100 students, no other college has the reach that Middle Georgia State College has across central Georgia. The average student age is 26. Minority students comprise more than one-third of the student body.

With day, evening, and online classes, Middle Georgia State College offers 18 bachelor's degrees and two dozen associate's degrees, as well as career programs. More than two dozen certificates also are offered, 18 of which are related to the aviation industry.

Academic programs are market-driven and focus on the economic development needs of the community. They are designed to enhance the educational, economic, and cultural lives of Central Georgians. The majority of students remain in the region after graduation, providing needed knowledge and skills for the area's

MACON • COCHRAN • WARNER ROBINS • EASTMAN • DUBLIN

The Five Campuses of Middle Georgia State College

The **Macon Campus** is located on 419 acres in Bibb County, an hour south of Atlanta. State-of-the-art academic facilities surround the campus lake. The campus has 4,200 students and a 330-bed residence hall. The campus is home to the Waddell Barnes Botanical Gardens. A \$21.5 million wellness and recreation center opened in April 2014.

The **Cochran Campus** is in Bleckley County. Known for its traditional quad, a scenic lake, and stately oaks, the 182-acre campus has 1,800 students and on-campus housing for 1,195 students. The college's intercollegiate athletic program is based here. The campus also is home to the Georgia Academy of Aviation, Mathematics, Engineering & Science (GAMES), a select and elite educational program for 11th and 12th graders, and a Post-Secondary Readiness Enrichment Program (PREP).

The **Dublin Campus** is in Laurens County and has 700 commuting students. Programs on the 49-acre campus lead to associate's degrees, including the associate of science in nursing. The campus is expected to grow significantly in the next few years.

The **Eastman Campus** in Dodge County is home to the college's School of Aviation and is devoted almost entirely to aviation programs. It is the only campus in the University System of Georgia that has flight training and airport management programs. Located adjacent to the Heart of Georgia Regional Airport, the 22-acre campus includes five acres of buildings. Five hangars are located in the main building for storage and maintenance of a fleet of aircraft used in training and instruction, as well as an aircraft terminal and tower. With a student body of 500 and student housing for 140, the campus offers bachelor's and associate's degrees and certificates related to aviation.

The 72-acre **Warner Robins Campus** in Houston County is a half mile from the main gate of Robins Air Force Base. Two acres are currently devoted to building space, which means plenty of room for future expansion in what is one of Georgia's fastest growing counties. The campus currently serves 1,600 students and, in addition to classrooms, has a bookstore, academic resource center, a fitness center, and café.

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economic development growth.

The College of Arts & Sciences and the five academic schools prepare students to compete in a technologically advanced global economy while developing important life skills and receiving a firm foundation in the liberal arts.

The College offers a wide array of Student Life and Recreation and Wellness programs. Services, facilities, and student organizations are designed to promote campus spirit and community connection.

More than 60 student organizations, from social and cultural groups to academic-based associations to service-oriented clubs, provide students opportunities to develop a sense of community and lasting relationships. Concerts, theatrical productions, and lectures are held throughout the year.

The MGSC Knights intercollegiate athletic program has men's and women's basketball, soccer, and tennis, men's baseball, and women's softball. Intramural and club sports are available in football, basketball, tennis, and competitive cheerleading.

MACON, GEORGIA

Considered a blend of progressive thinking and a respect for history, Macon offers large-city amenities and true Southern charm. The population of the city is approximately 156,000, with the metropolitan area almost 230,000.

Macon is a popular tourist destination. The annual International Cherry Blossom Festival draws thousands of visitors. Other notable attractions include the Tubman African American Museum, the Georgia Sports Hall of Fame, and the Museum of Arts and Sciences.

Cultural arts are strongly supported by the community, with five performing arts theatres. The historic Grand Opera House offers Broadway shows and



concerts and is home to the Macon Symphony and Macon Youth Orchestra.

The quality of life is high, and

housing is affordable. The area's health care facilities and offerings are among the best in the state.

Middle Georgia State College is an Affirmative Action/Equal Employment and Educational Opportunity Institution.

NOMINATION AND APPLICATION PROCESS

Candidate applications and nominations for the position of Executive Director of Human Resources of Middle Georgia State College are now being accepted.

To nominate a candidate, submit the individual's complete contact information to the email address below. We will contact the person about the search.

To apply, submit a cover letter addressing how your experience matches the position requirements, a resume, and complete contact information for at least four references to:

MGA-HR@myersmcræ.com

Review of application begins immediately.

For best consideration, submit application materials by April 3, 2015.

Myers McRae Executive Search is assisting Middle Georgia State College with this search. The consultants are:

Emily Parker Myers
President and CEO

Hunter Godsey
Vice President



515 Mulberry Street, Suite 200
Macon, Georgia 31201
(478) 330-6222