

Chief Human Resources Officer

The University of Redlands welcomes applications and nominations for the position of Chief Human Resources Officer (CHRO).

Reporting to the Executive Director of Administration, the CHRO will provide visionary leadership and strategic direction for all human resources functions across the University. This leader will serve on President Newkirk's cabinet as a strategic partner to senior leadership, bringing expertise in talent management, organizational development, and fostering a culture of excellence, diversity, equity, and inclusion. The CHRO must combine deep HR expertise with collaborative leadership, transparent communication, and a commitment to creating a workplace that supports the success of students, faculty, and staff.

The University of Redlands

The University of Redlands is a private, nonprofit university committed to preparing students for lives of meaning, impact, and joy through immersive, personalized, and professional education.

Nationally recognized for academic excellence, innovation, and a strong commitment to student success, the University of Redlands offers more than 60 undergraduate and 40 graduate programs that blend liberal arts and professional study, applied and theoretical learning, and traditional majors with self-designed curricula. The University serves approximately 3,800 undergraduate and graduate students, 48 percent of whom are first-generation college students, supported by more than 265 full-time faculty, over 445 adjunct or part-time faculty, and approximately 350 staff across all campuses.

The University's main campus is located in Redlands, California, at the foot of the San Bernardino Mountains, within easy reach of the beach, desert, and Los Angeles. Redlands also operates graduate and certificate programs at its Marin campus in the hills of San Anselmo near San Francisco, and recently acquired Woodbury University, a 22-acre campus in Burbank. The Woodbury campus expands the University's presence in Southern California and offers highly personalized, practice-based undergraduate and graduate programs in close proximity to the entertainment industry and other innovative sectors.

The U.S. Department of Education has designated the University of Redlands as a Hispanic Serving Institution (HSI), recognizing the University's ongoing commitment to serving Hispanic/Latinx Americans among its student populations.

The Role

The CHRO serves as the chief architect of the University's talent strategy and a trusted advisor to the President and senior leadership team. This position oversees a team of 5 human resources professionals who deliver innovative and customer-focused HR services to a diverse workforce of approximately 265 full-time faculty, over 445 adjunct or part-time faculty, and approximately 350 staff members across all campuses.

The CHRO is responsible for executing a strategic vision for HR that complements the University's financial and operational plans while ensuring innovation, transparency, collaboration, and accountability to all stakeholders. This leader will be instrumental in supporting the University's mission to welcome, educate, and empower a diverse community of learners for lives of meaning, impact, and joy. The CHRO will work to develop a program that promotes employee morale and a focus on student well-being, success, and positive relationships.

Key Duties and Responsibilities

Strategic Leadership and Planning

- Develop and implement a comprehensive HR strategic plan aligned with the University's priorities and commitment to long-term sustainability
- Serve as a strategic business partner to the President, Cabinet colleagues, and academic and administrative leaders across the institution
- Provide overall vision, strategic and operational leadership, policy guidance, and direct management of all HR functions
- Transform HR to serve as a strategic partner, enhancing the adoption of best practices, implementing value-added services, and effectively using financial resources

Talent Management and Development

- Build upon existing and develop innovative talent recruitment and retention programs to improve engagement, performance, and career progression
- Oversee talent acquisition strategies and candidate identification methods that promote diversity and equity and align with best practices
- Lead staff development programs and initiatives to increase employee engagement and retention
- Develop and manage talent profiles, career paths, performance management processes, succession planning, and talent reviews
- Cultivate a collaborative environment and demonstrate a leadership style that inspires positive interactions, from onboarding through opportunities for mentorship, training, and growth

Compensation and Benefits

- Strategically maximize and oversee benefits and compensation programs, including managing brokers and vendors
- Collaborate with compensation consultants to solidify benefits and compensation strategy, including development of comprehensive faculty and staff compensation policies, guidelines, and procedures
- Support University-wide employment and benefit budget processes, including coordination of labor market study factors and benefits renewal cost projections
- Direct comprehensive benefit programs, including retirement plans, health and welfare benefits, workers' compensation, and other employee benefits

Diversity and Inclusion

- Play a critical role in developing and implementing initiatives to enhance culture and climate while furthering diversity, equity, inclusion, and access (IDEA) values
- Lead efforts to build cultural competency in all employees and empower them to incorporate DEI principles into their work
- Coordinate campus-wide training and educational materials related to cultural competence, diversity, inclusion, equity, and belonging
- Ensure adequate training of all search committees to promote best practices that advance diversity, equity, and inclusion
- Support the University's designation as a Hispanic Serving Institution (HSI) through targeted training and programs

Employee and Labor Relations

- Provide consultation and guidance to administrators, managers, and supervisors on employee relations and human resources issues
- Oversee the implementation of the University's equal opportunity grievance procedures and direct investigations of discrimination complaints
- Uphold a system for investigation and resolution of complaints involving faculty and staff, partnering with legal counsel as appropriate
- Position HR as a trusted partner supporting the institution through constituent engagement and community-building

Compliance and Policy Administration

- Ensure compliance with federal, state, local, and organizational laws, regulations, and best practices
- Ensure the University's employee handbook and policies are current and compliant with all applicable laws
- Stay abreast of legislation, regulations, and court decisions affecting HR programs
- Draft and implement policies and best practices to support achievement of objectives and required standards
- Maintain oversight of Risk Management and Property Insurance in collaboration with other departments

Operations and Management

- Provide strategic leadership and supervision to the Human Resources team
- Oversee HRIS administration and facilitate implementation of new systems to improve efficiencies
- Manage the HR department budget and provide financial oversight of the institutional benefits budget
- Ensure availability of adequate staffing, equipment, and systems
- Develop communication practices and tools to increase transparency and confidence across University stakeholders
- Demonstrate a sincere commitment to building a diverse, equitable, and inclusive community
- Perform other related duties and special projects as assigned

Required Qualifications

- A bachelor's degree
- Ten years of demonstrated leadership experience in human resources, including expertise in critical areas such as compensation, classification, benefits, workforce development, succession planning, collective bargaining, contract administration, and change management.

Preferred Qualifications

- Master's degree or higher in human resources, business, or related field; Doctoral or JD degree preferred
- SHRM Senior Certified Professional (SHRM-SCP), SHRM Certified Professional (SHRM-CP), or SPHR credentials
- Executive-level higher education leadership experience overseeing complex organizational operations
- Experience in higher education is highly desirable, along with knowledge and experience related to federal and CA state laws and regulations related to HR and higher education (Title IX, ADA, Affirmative Action)
- Experience with collective bargaining and labor relations
- Familiarity with California-specific labor and employment requirements

To Apply

The University of Redlands has retained [Opus Partners](#) to support this recruitment. [Kenna Boyd](#), Partner, and [Marisea Rivera](#), Senior Associate, are leading the search. Confidential inquiries, applications, and nominations should be submitted by email to Marisea Rivera at marisea.rivera@opuspartners.net. To be considered by the University's search committee, candidates must provide a CV/resume and a letter of introduction that addresses the specific responsibilities, expectations, and qualifications described above. Please consult Opus Partners for more information about the application process.

The anticipated and budgeted hiring salary range is between \$175,000 and \$200,000

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

University of Redlands is proud to be an Affirmative Action/Equal Opportunity Employer. We recruit, hire, train, and administer all personnel actions without regard to race, ethnicity, religion, color, caste, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, socioeconomic status, genetic information, medical condition, disability, marital status, protected military or veteran status, or any other status protected by applicable law. This requires completion of Sexual Violence Prevention Training within six months of assuming employment and as required thereafter.

We provide reasonable accommodation to applicants and employees with disabilities. Applicants with questions about access or requiring a reasonable accommodation for any part of the application or hiring process should contact the human resources department at

askhr@redlands.edu