

Deputy Director of Human Resources
Virginia Military Institute

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Posted Mar. 12, 2025, set to expire Jul. 14, 2025

Job Title Deputy Director of Human Resources
Department Human Resources
<https://www.vmi.edu/about/offices-a-z/human-resources/>
Institution Virginia Military Institute
24450, Virginia

Date Mar. 12, 2025
Posted

Application Open until filled
Deadline
Position Available immediately
Start Date

Job Associate/Assistant Head
Categories
Associate/Assistant Director
Director/Manager

Academic Human Resources
Field(s)
Business Communications
Business - General

Job <https://www.vmi.edu/about/offices-a-z/human-resources/jobs/all/job-openings/name-49073-en.p>
Website

Apply <https://secure.dc4.pageuppeople.com/apply/1125/gateway/Default.aspx?c=apply&sJobIDs=505>
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Job Description

Virginia Military Institute (VMI) is accepting applications for a full-time Human Resources Deputy Director position. Responsibilities will include a broad spectrum of advanced HR generalist functions.

The VMI Human Resources Office is comprised of a staff of seven and provides services to 800+ employees. This position is classified as an Administrative Professional (A/P) role.

This position reports to the Human Resources Director and will work on-site in the Human Resources Office.

Founded in 1839, Virginia Military Institute (VMI) is the oldest state-supported military college in the United States with a strong commitment to produce educated responsible citizens. VMI is located in Lexington, Virginia which is a beautiful, historic town located in the heart of the Shenandoah Valley. Washington & Lee University is located adjacent to VMI. The area is well known for its educational, cultural, and natural amenities. More information about VMI can be found at www.vmi.edu.

Responsibilities include:

- Ensure Human Resources is compliant with all relevant federal and state employment laws in daily operations.
- Counsel employees to resolve complaints and grievances.
- Advise management of policy guided resolution of employee relations issues.
- Coordinate employee mediation sessions.
- Serve as the Institute's designated employee ADA coordinator.
- Coordinate recruitment functions.
- Participate in the development and delivery of management training for technical HR topics and leadership topics.
- Prepare and analyze personnel data to report on established HR metrics.
- Employee Benefits program supervision and oversight.
- Provide individual retirement counseling.
- Facilitate annual new employee orientation.

Minimum Qualifications:

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- Bachelor's degree in Human Resources Management, Business Administration or other degree containing HR specific coursework.
- Extensive Human Resources Generalist experience in human resources management, policy development, training assessment, recruiting, employee benefits and employee relations.
- Ability to effectively establish productive working relationships with people of different levels of education and experience.
- Must possess exceptional time management, organizational, interpersonal, and communication skills; be detail-oriented, flexible, resourceful and able to prioritize multiple projects.
- Ability to function at a high level with fluctuating schedules and demands.
- Highly developed communication skills with the ability to process, interpret and train management on Federal and State of VA human resources related policies and laws.
- Strong professional business writing skills.
- Ability to interpret statistical data and reports.
- Demonstrated ability to prepare and deliver PowerPoint presentations to many different types of audiences.
- Human Resources management and supervisory experience.

Preferred Qualifications:

- Master's Degree in Human Resources Management, Higher Education Administration, Law or Business Administration.
- Experience in higher education; or other Federal or State of Virginia government agencies.
- Experience working with Cardinal Human Resource Capital Management System. (VMI transitioned to Cardinal HCM effective October 2021).
- Supervisory experience
- SPHR Certification (or existing PHR Certification with ability to obtain SPHR within one year).

EEO/AA Policy

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VMI is an Equal Opportunity Employer. In a continuing effort to enrich its academic environment and provide equal education and employment opportunities, VMI encourages women, minorities, disabled individuals, and veterans to apply. AmeriCorps, Peace Corps, and other national service alumni are also encouraged to apply. VMI will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to employment, educational opportunities, programs and services.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Human Resources
Virginia Military Institute
24450, VA 24450

Phone Number 540-464-7322
Contact E-mail hroffice@vmi.edu