

Associate Vice Chancellor  
Vice Chancellor's Office, Human Resources  
The University of Tennessee

**General Description:**

The Associate Vice Chancellor reports to the UTK, Vice Chancellor for Human Resources and provides consulting and support for all other members of the Chancellor's Cabinet, Deans, Directors, Department Heads and all other departments on the Knoxville campus including employee development, strategic planning, performance improvement, recruitment, employee relations, compensation and benefits. The Associate Vice Chancellor regularly attends employee relations' group meetings, exempt staff council and commission meetings.

**Duties and Responsibilities:**

- Represents human resources by attending all employee relations' group meetings, exempt staff council meetings, faculty senate meetings and all commission meetings on the Knoxville campus
- Leads HR strategic planning for the Knoxville campus
- Provides leadership for the Knoxville HR team; works collaboratively with the System HR team and Human Resources Officers
- Provides policy and procedure development and interpretation, program development and implementation and university compliance with certain state and federal laws
- Manages relations with academic and employee organizations
- Consults with university leadership and managers to assess HR needs and issues and determines appropriate responses
- Regularly attends and communicates HR issues to faculty and staff groups at the university
- Responds to information requests in coordination with Vice Chancellor and/or Chancellor

**Minimum Qualifications:**

**Education:** A Bachelor's degree in HR, business or related field is required; a graduate degree is preferred.

**Experience:** Requires ten years of demonstrated progressive experience in HR management including time served as a leader in a large, complex organization. Must have generalist HR experience, particularly in employee relations, compensation, training and workforce planning. Experience in higher education preferred. The Associate Vice Chancellor must have demonstrated experience consulting and advising employees, supervisors and leaders. Requires excellent oral, written and other communications skills; computer literacy; ability to multi-task and the ability to travel. Demonstrated strategic planning, implementation and evaluation expertise.

Please apply electronically at:

[https://ut.taleo.net/careersection/ut\\_knoxville/jobdetail.ftl?job=15000000F9](https://ut.taleo.net/careersection/ut_knoxville/jobdetail.ftl?job=15000000F9)