



LONGVIEW, TEXAS

Search for a Director of Human Resources



The Office of the President at LeTourneau University seeks an experienced and dynamic Director of Human Resources. Reporting to the Vice President for Finance and Administration, the Director of Human Resources serves on the President's Leadership Council and functions as a strategic partner to the university's leadership to foster a passionate and flourishing culture and workplace, a core institutional value and a key priority of our Strategic Plan.

Human Resources is a vital part of LeTourneau University's unique academic mission, in which Christian faith informs the education we offer our students, directs our common aspiration, and infuses all the work we do.

Key Areas of Responsibilities:

- Evaluate, formulate, and recommend initiatives, systems, and policies to support the university's strategic vision as they pertain to talent management and development
- Work with other departments and committees to create value for employees, improve employee engagement, and promote a healthy and productive workplace.
- Lead HR team and promote engagement with other campus stakeholders
- Assist in the recruitment of highly qualified, missionally aligned faculty and staff
- Lead the administration of employee benefits and payroll
- Ensure compliance with employment law and guidelines for various categories of workers
- Consult with managers to promote positive employee relations and performance management while ensuring policy adherence and managing risk

What you bring:

Education & Experience

- A bachelor's degree in Human Resources, Business, or a related field, or equivalent experience. Master's degree preferred
- PHR-SCP or SPHR certification
- At least ten years of work experience in various areas of Human Resources, with five-plus years leading the HR function. Experience in higher education preferred.

Knowledge, Skills, and abilities

- Strategic understanding of HR functions, including talent acquisition, training and development, benefits, payroll, employee engagement, onboarding, performance management, and employee relations
- Knowledge of labor laws, regulations, and best practices, including their application in a Higher Education setting
- Proficiency in HR data management and analytics tools and general business software
- Strong written and verbal communication skills, with the ability to convey sensitive information with empathy and discretion
- Experience managing organizational change and guiding staff through transitions in line with LeTourneau University's mission

Personal Characteristics & Qualifications

- An enthusiastic, mature, and contagious Christian faith
- Passion for employee success, proactive kindness, and empathy
- Strong interpersonal skills and ability to collaborate effectively within organizational structure
- Proactive, strategic, and self-starting; ability to translate general guidance into concrete action and systems
- Ability to foster productive, respectful, consensus-building teamwork within the HR area and with other administrators and departments

Salary & Benefits

Salary is competitive and commensurate with experience and other qualifications. LeTourneau University provides a significant benefits package, which includes medical and life insurance and contributions to a retirement program.

Interested applicants should email a résumé and a letter of interest to the chair of the search committee, Dr. Ben Caldwell, Provost, at HRDirectorSearch@letu.edu. Selected applicants will be asked to complete the university's Application Form and to interview with the search committee.

WORKING AT LETOURNEAU UNIVERSITY

LeTourneau University is known as “The Christian Polytechnic University,” as a comprehensive yet STEM-focused, evangelical, and interdenominational Christian institution. LeTourneau is accredited by the Southern Association of Colleges and Schools Commission on Colleges and is a member of the Council for Christian Colleges and Universities. LeTourneau offers more than 140 graduate and undergraduate programs in aviation, engineering, education, business, psychology and counseling, arts and sciences, nursing, and theology and vocation. Students enjoy the opportunity to take classes in person, online, or in a dual credit format.

LeTourneau's 380 full-time-equivalent employees include faculty and staff, full-time and part-time employees, student workers and international guest workers, those who work on our Longview campus, and other fully remote employees. Approximately 3,125 students (including online and dual credit students) are enrolled. LeTourneau's size and culture foster close and lasting relationships between the members of our community. At LeTourneau, students receive both academic excellence and intentional spiritual formation because the integration of faith and learning is paramount to the university's educational mission. Many faculty and staff are active in students' lives and encourage students to know Jesus Christ and the abundant life he offers.

LeTourneau's scenic 162-acre residential campus is located in Longview, Texas. The campus environment offers numerous opportunities for recreation and entertainment. The 2000-seat S.E. Belcher Chapel and Performance Center attracts major U.S. and international acts and offers a range of other family-friendly shows and concerts throughout the year. LeTourneau athletics teams compete in 17 NCAA Division III intercollegiate sports, bringing our campus and community together to cheer on the Yellow Jackets. Student Life offers a full slate of activities geared toward students and also toward faculty and staff. Faculty and staff routinely participate in Spiritual Life programs at the university, including chapel services, life groups, and local and global missions. Faculty and staff enjoy common university facilities, including fitness and dining options.

Organizational health, employee engagement, and recruiting and retaining top-notch talent are key institutional priorities highlighted in our Strategic Plan and other university-wide vision and planning. Key measures of employee satisfaction and engagement indicate high and rising employee engagement. Recent surveys show exceptionally high engagement around “Fantastic Teams,” “Inspirational Leadership,” and “Sustainable Strategy.” The university offers a full slate of competitive employee benefits, including a generous 403(b) retirement plan match, competitive high- or low-deductible PPO health options, dental and vision plans, life and disability insurance, paid vacation, sick time, holidays, and medical leave, employee education benefits, full tuition waivers for employee dependents at LETU, and eligibility for waivers at partner institutions.

LeTourneau is a one-of-a-kind institution, with a culture shaped by ingenuity, problem-solving, and hands-on experience, where all the members of our community are valued, and a shared vision creates a sense of belonging and mission.



THE CHRISTIAN POLYTECHNIC UNIVERSITY

There is a particularly Christian coherence at LeTourneau University, secured to the story of the gospel, that adds context and depth to our polytechnic education. Students are taught not just to create or apply the latest technologies but also to evaluate them critically in light of what is good for humanity and creation. There is a commitment as scholars and educators to recognize the way our Christian faith illumines and aligns our work, play, study, leisure, and everything curricular and cocurricular on a college campus. What makes LeTourneau University special is there is not another institution of its kind. God has created a particular environment and culture, a particular DNA, and a particular institutional commitment to an education immersed in technical, applied, and Christian outcomes. LeTourneau University has developed a certain vocation within higher education that requires us to steward and maximize our institutional gifts for the good of the world. To read more about our identity and mission as “The Christian Polytechnic University” please read [a recent university whitepaper](#) authored by our former provost and new president, Dr. Steven Mason.

LIVING IN LONGVIEW

Longview is a friendly, welcoming city in East Texas with a city population of about 82,000 and a metro area of 218,000. Set amid the “Piney Woods,” of Texas’ most picturesque natural region, Longview is a regional hub for outdoor recreation and leisure travel, and it is known for its year-round calendar of charming festivals, its growing mix of fine and quirky dining, and its revitalized historic downtown. Known as a family-friendly town, Longview boasts children’s theater, arts, sports, and related organizations, numerous parks, affordable cost of living, A-rated public schools, several private schools, and a robust homeschooling community.

Ten miles of connected, maintained greenways enhance recreation opportunities, as do nearby lakes and woodlands. Longview contains a recognized cultural arts district that includes facilities and performing venues, including the S.E. Belcher Jr. Chapel and Performance Center at LeTourneau University.

Located along Interstate 20 and U.S. Highway 80, Longview is served by its own commercial airport and is less than an hour from Shreveport, Louisiana and Tyler, Texas, two hours from the Dallas-Fort Worth Metroplex, and three hours from Houston.

WELCOME TO THE PINEY WOODS OF EAST TEXAS



DOWNTOWN

8 MINUTES



SHREVEPORT

1 HOUR



DALLAS

2 HOURS



BROKEN BOW

2.2 HOURS

THE LETOURNEAU STORY

Businessman and devout Christian, R.G. LeTourneau was one of the world's greatest inventors of earthmoving equipment. While flying over the East Texas area, touring it as a potential site for his manufacturing factory, LeTourneau and his wife, Evelyn, discovered a vacated Army hospital consisting of over 200 frame buildings. Since the site was no longer in use, Mrs. LeTourneau suggested establishing a technical school to educate returning World War II veterans. The site became LeTourneau Technical Institute in 1946 and provided an "earn as you learn" technical education in a Christian environment. Students would alternate between spending time in courses learning methods and procedures of manufacturing and working in the LeTourneau plant using skills learned in the classroom.



In 1961 the school became LeTourneau College, a co-educational four-year school, and later, in 1989, became LeTourneau University, a SACSCOC-accredited, nondenominational evangelical Christian university, offering four-year and two-year degree programs in engineering, technology, the liberal arts, business, aeronautical science, education, and the sciences, plus master's degree programs in business and education. In that same year, the university began offering programs for working adults with evening and weekend classes.

LeTourneau University is an unapologetically evangelical Christian university. With no direct denominational ties, it welcomes students of all denominations who love and seek after God, including students that may not be a Christian. It is a place where decades of students have found a deeper relationship with Him, grown in their spiritual walk, and discovered God's purpose for their lives.

VISION AND MISSION

VISION STATEMENT

Claiming every workplace in every nation as our mission field, LeTourneau University graduates are professionals of ingenuity and Christ-like character who see life's work as a holy calling with eternal impact.

MISSION STATEMENT

LeTourneau University is a comprehensive institution of Christian higher education where educators engage learners to nurture Christian virtue, to develop competency and ingenuity in their professional fields, to integrate faith and work, and to serve the local and global community.

GOALS

LeTourneau University educates students who:

- Demonstrate competency and ingenuity in their professional fields
- Integrate Christian faith and work: understanding their vocation within the triune God's grand story of redemption revealed in Scripture
- Engage the local and global community

LeTourneau University is an educational community that:

- Fosters an engaging environment conducive to teaching and learning
- Cultivates Christian virtue
- Contributes to the enrichment and service of the local and global community

DETAILED JOB DESCRIPTION

1. LEADERSHIP

Serves as the strategic leader of the human resource function and directly reports to the VP for Finance and Administration. Functions with little supervision, while keeping the Vice President well informed of relevant matters. Contributes as a member of the leadership team for the Division of Finance & Administration. Builds partnerships with faculty, staff, administration, and students, providing support for human resources and payroll issues. Evaluates and pursues opportunities to enhance organizational health as it relates to employee engagement and employee flourishing.

Directs departmental staffing to ensure efficient departmental functioning. This includes selection, training, and delegation of work. Develops standards of performance, evaluates performance of staff, and implements personnel actions as needed. Develops departmental goals, policies and procedures. Develops budget requests, manages budget execution, and tracks income and expenses.

2. STRATEGIC AND CONSULTING ROLE

Acts as an advocate for organizational flourishing and employee wellbeing. Identifies and pursues strategic opportunities for employee engagement, organizational improvement, and process refinement. Strategically implements changes so as to maximize success.

Partners with cabinet administrators, deans, and directors on employee performance, counseling, and documentation of same. Provides strategic counsel on policies, federal and state laws regarding human resources issues.

3. BENEFITS

Oversees the administration of the university's employee benefit packages (including Health, Vision, and Dental Plans; Life, Long-Term Disability, and Accidental Death & Dismemberment Insurance; Cafeteria Plan; Retirement Plan; Unemployment Compensation; and Workers' Compensation). Serves as member of LETU Retirement Plan Committee.

4. PAYROLL

Provide direction and oversight for the payroll staff. Assist payroll staff in answering employee questions, as necessary.

5. POLICIES AND PROCEDURES

Proposes, writes, and updates university policies and procedures. Keeps up to date on issues and laws, researches information relevant to policies and procedures, and shares information with university Administration. Disseminates policies and procedures and educates employees about them. Acts as consultant for employees, supervisors, and cabinet administrators, referring interpretation of policies to university Administration. Continually evaluates processes and procedures to identify ways to function more efficiently.

6. RECRUITMENT OF PERSONNEL

Provides strategic support to deans, directors, and cabinet administrators in recruitment and provides education in search procedures. Reviews and updates search forms and procedures as needed. Ensures that Position Approval Forms are complete and accurate. Oversees staff who maintain Web postings of staff vacancies. Ensures employment advertising is accurate, applications are handled in a timely manner, applications and records are maintained according to proper documentation procedures and responses to applicants are appropriate. Oversees moving assistance loan program for eligible new employees.

7. EMPLOYEE RECORDS

Ensures set-up and maintenance of accurate and complete employee files and database for active and separated employees. Ensures timely updates to semester telephone extension list, annual service awards lists, and other requested reports are delivered.

8. ORIENTATION AND TRAINING

Designs and updates orientation procedure for faculty and staff and provides orientation for new regular faculty and all staff. First-year goals include designing and creating an onboarding program.

8B. TRAINING AND DEVELOPMENT

Position currently designs and conducts training for personnel issues. Three-year goals include designing a talent development program that includes regular job and career training, as well as training and equipping activities that build toward the individual's and the university's future needs

9. EMPLOYEE CONCERNS

Ensures responses to employment concerns according to university policy, encourages interaction between employees and their supervisors, instructs supervisors employees in grievance procedure as needed, and informs the administration of employee concerns and complaints, offering suggestions as appropriate.

10. WAGE AND SALARY ADMINISTRATION

Obtains wage and salary information for Administration when possible and educates administration and supervisors regarding wage and hour regulations. Together with Payroll, monitors wage and hour practices for compliance with university, state, and federal guidelines. Designs format for job descriptions and performance evaluations. Monitors completion of annual evaluations for staff.

11. IMMIGRATION

Work with external immigration attorney to assist employees with H1B and Green Card processes.

12. COMMITTEE PARTICIPATION

Participates as a member of various campus committees.

13. STUDENT EMPLOYMENT

Oversees implementation of student worker classification policy and educates deans and directors regarding issues related to student employment. Ensures review of all Student Worker Action Forms for completion and compliance with policy.

14. TECHNOLOGY

Identifies ways to utilize technology effectively. This includes electronic forms, databases, and other means of using technology.

15. TITLE IX DEPUTY COORDINATOR

Promotes compliance implementation of Title IX requirements to protect employees and students from discrimination.

In accordance with applicable provisions of federal law, applicants for employment who are in agreement with the educational mission of LeTourneau University and applicants for admission to educational programs or activities are considered without discrimination on the basis of race, age, sex, handicapping condition, national origin or genetic information. Inquiries about this policy should be directed to the Director of Human Resources, (903) 233-4171.