



**Loyola Marymount University**  
**Vice President of Human Resources**  
Los Angeles, California

## Vice President of Human Resources

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### The Opportunity

Loyola Marymount University (LMU), a top-ranked, private, Catholic, Carnegie Research 2 university in Los Angeles, invites inquiries, nominations, and applications for its next vice president of human resources (VPHR). Human Resources is positioned within the [Administration Division](#) and the position reports to the Executive Vice President and Chief Operating Officer.

LMU is seeking an experienced, innovative, strategic, and collaborative leader for the VPHR. The VPHR will be responsible for the development and implementation of human resource policies and practices that are forward-looking, creative, equitable and inclusive, and will lead the University in attracting and retaining a high-performing, diverse, and productive work force in support of its mission, its Catholic, Jesuit, and Marymount tradition, and its long-term strategic goals.

The successful candidate will have extensive human resources leadership experience at an executive level, preferably within an academic environment similar in size, scope, and complexity to LMU. The candidate must also have demonstrated success in, and knowledge of: current human resources best practices; organizational development and training; employee relations; compensation and payroll; and benefits and wellness. Further, successful candidates will have a demonstrated commitment to diversity, equity and inclusion and will exhibit innovative and creative problem solving, strong listening and communication skills, and a presence that engenders trust, confidence, and respect.

### Role of the Vice President of Human Resources

The VPHR is responsible for strategic human resources planning, policies, procedures, and programming, including talent acquisition, hiring for inclusive excellence, HRIS, compensation and payroll, Total Rewards and benefits administration, learning and development, employee relations, support services for faculty, Title IX and equal employment opportunity compliance and investigation, and employee wellness and engagement. The selected candidate will have primary responsibility for the development and implementation of human resources policies and programs with high-level service and a solutions orientation and will create an environment that values, supports, and encourages a culture of talent management, retention, inclusivity and equity, and ongoing professional development and wellness.

The VPHR develops and maintains collaborative relationships and partnerships across the institution with university leadership, administrative peers, faculty, and staff in support of recruitment and retention, talent development and succession planning, compliance and equal opportunity, diversity and inclusion, employee wellness, and core service delivery. The VPHR monitors developments in labor laws, regulations, and leading practices as they pertain to University faculty and staff, and with the assistance of legal counsel, ensures university labor law compliance and deftly and thoughtfully handles sensitive employment issues.

The VPHR also plays a key advisory role in support of faculty including but not limited to contracting, data management, leave management, employee relations consultation, and employment related policy. The VPHR is data-driven and monitors trends, best practices, and benefit and wage competitiveness, and provides information and counsel to executive leadership.

The VPHR leads a team of approximately 38 total staff including 8 direct reports and has oversight for all HR functions across all three campuses (main Westchester campus, Playa Vista graduate campus, and the Loyola Law School campus).

## **Key Opportunities and Challenges**

### **Leverage leading practices in recruitment and retention**

The employment marketplace continues to shift post-Covid, with changing employee expectations and needs, smaller and more competitive pools of prospective talent, and evolving best practice recruitment and communication methods for successful talent-sourcing and outreach. The VPHR must demonstrate creativity, resourcefulness, and sound business practices, to recruit and retain high level talent, while being mindful of equity, inclusive practices, and university priorities. The VPHR will stay abreast of promising practices in talent acquisition that ensure that employment opportunities at LMU reach a diverse population of talented candidates of varied backgrounds, experiences, and identities, and that all candidates have fair and equal opportunity to be considered for employment. Creative marketing and communication techniques, diverse sourcing and advertising, and equitable and consistent search processes play key roles in successful and inclusive talent acquisition. Additionally, the VPHR will ensure the ongoing success of development and training programs, including new employee onboarding, designed to strengthen administrative, managerial, and supervisory abilities and the skills of all staff members. The administration of a robust annual evaluation program will support this work and contribute to employee retention and institutional succession planning.

### **Sustain competitive Total Rewards programs**

In service to recruitment, retention, and employee wellbeing, the VPHR will maintain a high-level knowledge of the higher education benefits products and wellness offerings landscape and conduct regular assessment of employee preferences to ensure that Total Rewards packages are competitive, financially sound, and meet the diverse needs of employees at all levels. The VPHR will recommend revisions in existing plans and the addition of others; confer with the Executive Vice President and Chief Operating Officer, consultants, benefits advisory committee, and insurance firms on costs and actuarial matters; comply with applicable laws relevant to employee benefits.

### **Strategic workforce planning and organizational design and development**

The VPHR will be a future-focused leader, responsible for the implementation of professional and workforce planning and development and will serve as a trusted partner to institutional leadership to develop and implement strategic change and growth initiatives, building skills and capacity to meet the future human capital needs of the University. The VPHR will build capacity among managers and supervisors, both long-standing and new, in employment matters such as compensation strategy, performance evaluation, and succession planning. In partnership with the Executive Vice President and senior academic leadership, the VPHR will also advise on human resource functions such as merit reviews and compensation studies.

### **Demonstrate leadership in advancing the goals of LMU's strategic plan:**

#### [Creating the World We Want to Live In \(2021-2026\)](#)

As a senior leader at LMU, the VPHR has the opportunity to contribute meaningfully to each of the goals of the plan, in particular the [Learning for Justice, Inclusion, and Transformation initiative](#), Objective #2: Increase successful recruitment and retention of faculty, staff, and administrative leaders from historically underrepresented and marginalized groups who can contribute directly to the initiative's curricular and co-curricular aims.

### **Ongoing training and support for successful adoption of Workday HCM and Finance**

The university went live with Workday HCM and Finance in June 2021, and the Vice President of Human Resources will collaborate with the VP IT/CIO, CFO, and Executive Vice President and Chief Operating Officer, among others to optimize the people, processes, and technology comprising production support for Workday. While the project to implement Workday was successful by all traditional measures (budget, scope, and schedule), the LMU community has struggled in different areas of Workday adoption, specifically as it relates to Student Employment Services and some areas within Workday Finance. At the beginning of the Workday project, the project sponsors and program leads developed a set of KPIs against which the university would measure the implementation of those metrics. In concert with the VP IP/CIO's evaluation of these KPIs the Vice President of Human Resources will devise and support corrective steps, if necessary.

## Candidate Profile

LMU seeks in its next Vice President of Human Resources a seasoned and visionary leader with extensive leadership experience and a record of increasingly responsible positions in human resources and its functions. The next VPHR will have a proven record of success and knowledge of current human resource best practices in organizational development, employee relations, talent acquisition and management, change management, and assessment. The candidate should be an experienced leader of people with an ability to attract, mentor, and retain staff and to elicit a high-quality service orientation from a team.

The VPHR will also prioritize listening and learning within the human resources enterprise and leverage team feedback, external reviews, and executive priorities to co-create a future-oriented, innovative, actionable plan for human resources that aligns with the strategic plan for the institution and the needs of key stakeholders. The VPHR will inspire a diverse and talented team to work together to realize these goals.

While no single candidate will have all the ideal qualifications and characteristics, the successful candidate will possess many of the following attributes deemed desirable by members of the LMU community:

- Strategic and innovative thinking that focuses on big-picture, organizational objectives
- Significant experience leading a human resources organization, ideally within higher education or a related field with transferable skills
- Experience in leading organization-wide initiatives, influencing senior-level leadership and key stakeholders effectively across the organization and within complex contexts
- Ability to think creatively and strategically, to build consensus and collaborate with and inspire others, and to articulate and implement human resources programs that reflect LMU's mission and organizational goals and represent national best practices
- Ability to effectively communicate and instill confidence with peers and all key stakeholders
- Approachable, optimistic, and intellectually curious with personal warmth, generosity of spirit, a can-do attitude, courage, and resilience in the face of disagreement or criticism
- Creative problem solving and calculated risk taking
- Systems orientation and the ability to spot trends before they are obvious to others
- Courage and the willingness to raise concerns and engage in difficult conversations
- Expertise with using data to determine trends, solve problems, and tell stories
- A Bachelor's degree is required; a graduate degree preferred

## Knowledge and Skills

- Exceptional leadership skills with the ability to develop and communicate vision that inspires and motivates staff
- A deep understanding of the value of a diverse community; a demonstrated track record of advancing equity and diversity and enhancing inclusiveness
- Excellent analytical, strategic conceptual thinking, strategic planning, and execution skills
- Ability to think creatively about next generation human resources practices and policies, innovative hybrid work environments, and related efforts to attract and retain talented staff in the current employment market
- A thorough understanding of academic faculty employment and faculty governance principles (rank and tenure processes, vetting policy and procedure, and role of the Faculty Handbook)
- Knowledge of applicable state and federal labor laws, labor relations, FLSA, FMLA, ADA, EEOC, and all other applicable laws and/or regulations to support LMU as a multi-state employer
- Experience navigating complex and sensitive matters with discretion and excellent judgment
- Experience leading system-wide and expansive talent recruitment and retention initiatives which actively invest in high-potential and diverse talent identified through a disciplined performance management and succession planning process and coaching the next generation of leaders
- High level knowledge of innovative compensation and benefits strategy, and the marketplace of resources, to fully address employee needs while stewarding University resources and ensuring equity

#### Loyola Marymount University Expectations

- Exhibit behavior that supports the mission, vision, and values of the university. Promote an environment that fosters diversity and inclusiveness. Communicate and employ interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct. Demonstrate a commitment to outstanding customer service.

#### Overview of Human Resources

Employing roughly 38 staff, Human Resources falls under the purview of the Executive Vice President and Chief Operating Officer. Human Resources at LMU is centralized at the main Westchester campus, with full services provided to staff and faculty at the Playa Vista and Loyola Law campuses. The HR enterprise includes talent acquisition and DEI, HRIS (Human Resource Information System), compensation and payroll, Total Rewards and benefits

administration, learning and development, employee relations, HR academic services, equal employment opportunity services, and employee wellness. For more information, please see the [Human Resources website](#).

## Compensation & Benefits

Salary is competitive and commensurate with experience and will be in the range of \$250-\$300K per year.

LMU offers comprehensive benefits as part of a total rewards package for the university's faculty and staff. Descriptions of group healthcare, retirement, and other benefits are available at [lmu.edu/hr](http://lmu.edu/hr).

## LOYOLA MARYMOUNT UNIVERSITY: AN OVERVIEW

Founded in 1911, LMU is embedded in the intellectual and cultural fabric of Los Angeles, the world's creative capital, where the arts, entertainment, technology, business, and entrepreneurship flourish and where diverse religions, races, and languages interconnect. LMU's main campus is in the heart of Silicon Beach, where innovation and media thrive and where world-changing ideas are imagined and formed. LMU generates more than \$1 billion annually for the U.S. economy, with an economic impact of more than \$850 million and more than 5,400 jobs concentrated in California.

LMU is regularly named one of the top 10 most beautiful campuses in America, overlooking the Pacific coast. In 2018, LMU [opened a Playa Vista campus](#), marking its third location in Los Angeles, including its main Westchester campus and LMU Loyola Law School in downtown Los Angeles. President Timothy Law Snyder, Ph.D., noted, "The LMU Playa Vista Campus is a game-changer. As the University of Silicon Beach, our industry partnerships, immersive and interdisciplinary learning opportunities, career pathways, and ideal location are unmatched. LMU is already a crucible of creativity, where world-changing ideas are imagined and formed. Silicon Beach is one of the world's fastest-growing startup ecosystems, an ideal counterpart for LMU as the definitive center for global imagination and its impacts."

LMU's highly esteemed faculty are globally recognized scholars, including Nobel and Pulitzer Prize winners, Fulbright scholars, and many other accomplished academic leaders. LMU has an average student-to-faculty ratio of 10:1 and has been recognized internationally as among the nation's best for its programs, curricula, and student life. LMU ranks No. 77 among national universities on US News & World Report's annual list, and the Wall Street Journal ranked LMU

among the top 15 percent of all US colleges and universities in their World University Rankings in 2022. For LMU's rankings, visit [www.lmu.edu/rankings](http://www.lmu.edu/rankings).

LMU delivers an exceptional learning experience to its students. It recruits competitive students from an increasingly talented, diverse, and global applicant pool from every one of the United States and nearly 100 countries. The university's co-curricular programs include 22 Division I and varsity sports, 20 housing facilities, 222 registered student organizations, 21 international/national Greek fraternities and sororities, and nationally acclaimed, student-run media programs in radio, television, yearbook, and newspaper. LMU students are committed to working on behalf of others; they provide over 250,000 annual community and pro bono service hours to nearly 250 community organizations. Additional [facts and figures](#) are available here.

### **Mission**

LMU offers rigorous undergraduate, graduate, and professional programs and by intention and philosophy, the university invites ambitious individuals, diverse in talents, interests, and cultural backgrounds, to enrich its educational community and advance its threefold mission:

- The encouragement of learning
- The education of the whole person
- The service of faith and the promotion of justice

The university takes its fundamental inspiration from the combined heritage of the Jesuits, the Marymount Sisters, and the Sisters of St. Joseph of Orange, a composite religious heritage that distinguishes LMU among Catholic universities. Institutionally committed to Roman Catholicism, LMU enrolls, employs, and celebrates the contributions of persons of all faiths to its distinctive mission.

Please visit [Mission and Ministry](#) to view the full mission statement.

### **Strategic Plan**

“Creating the World We Want to Live In” is LMU’s strategic plan for the 2021-26 period. Following an 18-month process of community deliberation, the final plan is available at [lmu.edu/strategicplan](http://lmu.edu/strategicplan).

### **Los Angeles, CA**

Located in Los Angeles, LMU benefits from being in a dynamic city that brings into sharp focus the issues of our time and provides an ideal context for study, research, creative work, and active engagement.

The diversity of the Los Angeles area has always been one of its greatest strengths. Los Angeles has the largest Latino population of any major American city, and LMU is an emerging Hispanic-Serving Institution and was recently awarded the prestigious Hispanic Scholarship Fund Education Partner of the Year. It is also home to more Koreans than any other city outside of North and South Korea, and it is home to more Filipinos outside of Manila. In fact, more than half of the population in the K-12 school system is made up of ethnically diverse students. As America's most populated county, LA County is also the third-most racially diverse county in the United States.

LMU students and faculty take all that Los Angeles has to offer and use it as a background for understanding the complexity of cultures, industries, images, and opportunities that Southern California embraces.

### **Governance and Leadership**

LMU is governed by its Board of Trustees and led by [President Snyder](#) and the [President's Cabinet](#), comprising executive university leaders responsible for managing and overseeing the institution. The academic deans lead the university's colleges, schools, and library.

### **Academic Programs and Faculty**

LMU [offers more than 150 degrees, certificates, and credentials](#) to prepare outstanding individuals for lives of meaning, purpose, and professional success. The institution's breadth and depth in academics comes from pre-eminent faculty, who have built LMU's reputation as one of the nation's top universities.

### **Colleges and Schools**

LMU's seven colleges and schools boast best-in-the-nation programs in film and television, business, education, and more.

- [LMU Bellarmine College of Liberal Arts](#)
- [LMU College of Business Administration](#)
- [LMU College of Communication and Fine Arts](#)
- [LMU Loyola Law School](#)
- [LMU School of Education](#)
- [LMU School of Film and Television](#)
- [LMU Seaver College of Science and Engineering](#)

### **Faculty**

LMU offers a rich academic experience where students interact with world-class faculty in many different fields of study. Students have many opportunities to participate in innovative research and unique academic experiences in Los Angeles and worldwide.

Number of full-time faculty: 620

Number of endowed chairs: 25

Faculty awards include 19 Fulbright Scholars, one Nobel Prize winner, one Pulitzer Prize winner, and two Princeton Fellowships

For additional information, please visit <https://www.lmu.edu/academics>

## Contact

Tom Phillips and Laurie Casteen of Koya Partners, the executive search firm that specializes in mission-driven search, have been exclusively retained for this search. To express interest in this role please submit a résumé and letter of interest [here](#). All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email [NonprofitSearchOps@divsearch.com](mailto:NonprofitSearchOps@divsearch.com). If you are selected for an interview, you will receive additional information regarding how to request accommodation for the interview process.

*Loyola Marymount University, a Carnegie classified R2 institution in the mainstream of American Catholic higher education, seeks outstanding applicants who value its mission and share its commitment to inclusive excellence, the education of the whole person, and the building of a just society. LMU is an equal opportunity employer committed to providing an environment free from discrimination and harassment as defined by federal, state and local law. We invite all persons in the full diversity of their being, life experience, and beliefs to apply. (Visit [www.lmu.edu](http://www.lmu.edu) for more information.)*

## About Koya Partners

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