UNIVERSITY OF WINDSOR

NOTICE OF VACANCY

EXECUTIVE LEADERSHIP OPPORTUNITY

POSITION TITLE: Associate Vice-President, Human Resources

DEPARTMENT: Human Resources

REPORTS TO: Vice-President, Human Resources and Chief Legal Counsel

SALARY: Range Exempt

The University of Windsor is situated on the traditional territory of the Three Fires Confederacy of First Nations: the Ojibwa, the Odawa, and the Potawatomi. We respect the longstanding relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les détroits – of Detroit.

THE OPPORTUNITY

The University of Windsor invites applications for the position of **Associate Vice-President, Human Resources (AVP HR)**, a senior executive leadership opportunity for an accomplished human resources professional with a demonstrated ability to lead strategic workforce initiatives, navigate complex labour relations environments, and advance organizational effectiveness.

Reporting to the Vice-President, Human Resources and Chief Legal Counsel, the AVP HR provides strategic leadership and oversight of the University's human resources portfolio, ensuring that HR strategies, policies, programs, and services support the University's academic mission, research enterprise, student success, and institutional priorities.

As a key member of the University's senior leadership team, the AVP HR serves as a trusted advisor to executive leadership, the Provost, Deans, academic administrators, and other university leaders. The successful candidate will bring a collaborative and forward-thinking approach to workforce planning, talent acquisition and retention, employee and labour relations, organizational development, compensation and benefits, leadership development, and human resources operations.

This position offers an opportunity to shape the future of human resources at a dynamic, evolving institution while fostering a respectful, inclusive, and high-performing university community.

ABOUT THE UNIVERSITY OF WINDSOR

The University of Windsor is a globally relevant, regionally focused University that welcomes over 18,000 students in a range of comprehensive and research-intensive graduate and undergraduate programs. The University consists of eight academic faculties, which include Arts, Humanities and Social Sciences; Science; Human Kinetics; Education; Law; Engineering; Nursing; and Business. The UWindsor campus is home to a medical program offered by Western University's Schulich School of Medicine and Dentistry. The University employs a passionate and dedicated faculty and staff, numbering approximately 2,500, of whom approximately 600 are tenured or tenure-track faculty.

The University's unique position on an international border between Canada and the United States has contributed to its identity as a diverse university community providing rich cultural, recreational, and educational opportunities for faculty and students. The University is a key player in a wide range of distinctive industrial, entrepreneurial, and cultural activities throughout the City of Windsor and Essex County, and in an evolving network of international academic and industrial partnerships, particularly with leading American universities in Michigan.

KEY LEADERSHIP ACCOUNTABILITIES

The Associate Vice-President, Human Resources will:

Strategic Human Resources Leadership

- Develop and implement a comprehensive human resources strategy aligned with the University's academic mission, strategic priorities, and institutional objectives.
- Provide strategic advice and recommendations to senior leadership on workforce planning, organizational effectiveness, human capital management, and institutional change.
- Lead the development and continuous improvement of HR policies, programs, systems, and service delivery models.

Labour and Employee Relations

- Provide strategic leadership and support in complex labour and employee relations matters involving faculty associations, unions, and other employee groups.
- Work collaboratively with senior leadership and institutional negotiators on collective bargaining strategies, collective agreement administration, and the implementation of negotiated outcomes.

- Provide support on grievances, workplace disputes, investigations, performance concerns, disciplinary matters, and sensitive employment issues, ensuring procedural fairness and consistent practices.

Talent Acquisition, Workforce Planning and Retention

- Provide strategic oversight of faculty and staff recruitment, appointment, onboarding, talent management, and retention initiatives.
- Develop workforce and succession planning strategies to address institutional priorities, emerging talent needs, and leadership development.
- Promote equitable, transparent, and effective recruitment and employment practices.

Organizational Development and Leadership

- Lead organizational development, leadership development, and change management initiatives that strengthen institutional effectiveness.
- Partner with senior academic and administrative leaders to build leadership capacity, support succession planning, and foster employee engagement.
- Promote a collaborative, inclusive, and high-performing organizational culture.

Compensation, Benefits and Talent Management

- Provide oversight of compensation frameworks, job evaluation, benefits and pension administration, performance management, and employee development programs.
- Ensure HR policies and programs are equitable, accessible, consistently administered, and aligned with institutional priorities and financial considerations.

Equity, Diversity, Inclusion and Accessibility

- Advance the University's commitments to equity, diversity, inclusion, accessibility, and belonging through HR policies, programs, and employment practices.
- Identify and address systemic barriers in recruitment, career development, advancement, and retention.
- Promote inclusive leadership and respectful workplace practices.

Human Resources Operations, Governance and Risk Management

- Oversee HR operations, human resources information systems, employment records, reporting, and service delivery.
- Ensure compliance with applicable employment legislation, collective agreements, human rights obligations, privacy requirements, and institutional policies.
- Provide oversight of HR budgets, resource allocation, operational effectiveness, and employment-related risk management.

Executive Leadership and Institutional Collaboration

- Serve as a trusted advisor and strategic partner to the Vice-President, Human Resources and Chief Legal Counsel, President, Provost, Vice-Presidents, Deans, and other senior leaders.
- Prepare and present strategic recommendations, workforce analyses, executive reports, and risk assessments.
- Build effective relationships across the University and with faculty associations, unions, external partners, and relevant professional and sector organizations.

ESSENTIAL QUALIFICATIONS

The successful candidate will demonstrate the following qualifications:

Education and Professional Credentials

- An undergraduate degree in a relevant discipline is required.
- A Master's degree in Human Resources Management, Industrial Relations, Labour Relations, Business Administration, Public Administration, or a related field is preferred.
- A recognized professional human resources designation, such as CHRL, CHRP, CPHR, or equivalent, is preferred.

Professional Experience

- Significant progressive experience in human resources leadership, including substantial responsibility for complex employee relations.
- Demonstrated experience contributing to and participating in collective bargaining, grievance management, arbitration, and collective agreement interpretation in a unionized environment.

- Experience in a university, college, or similarly complex public-sector or academic institution is strongly preferred.
- Experience advising senior executives and working collaboratively with academic or professional leadership.
- Proven ability to lead multidisciplinary HR teams, manage budgets, and implement organization-wide policies and programs.
- Demonstrated experience advancing diversity, equity, inclusion, accessibility, and employment equity initiatives.
- Experience managing sensitive workplace matters, investigations, organizational change, and employment-related risk.

Knowledge

- Strong understanding of higher education governance, academic culture, collegial decision-making, and the relationship between academic leadership and institutional administration.
- Knowledge of collective bargaining frameworks, labour relations legislation, employment standards, human rights, occupational health and safety, privacy, and accommodation requirements applicable to the institution's jurisdiction.
- Understanding of academic appointment processes, faculty recruitment, tenure and promotion frameworks, academic freedom, and collective agreement provisions, as applicable.
- Knowledge of equity-informed recruitment, inclusive employment practices, and organizational development principles.

Skills and Competencies

The successful candidate will bring:

- **Strategic leadership:** Ability to align human resource practices with institutional priorities and long-term organizational objectives.
- **Negotiation expertise:** Strong mediation, conflict resolution, and negotiation skills.
- **Higher education knowledge:** Understanding of university governance, academic culture, faculty employment relationships, and the distinct needs of academic and administrative units.

- **Legislative and contractual interpretation:** Advanced knowledge of human resource principles, collective agreements, and applicable employment-related legislation.
- **Executive communication:** Ability to prepare clear, concise, evidence-informed advice and communicate effectively with senior leadership, union representatives, faculty, staff, and other stakeholders.
- **Relationship management:** Ability to establish trust, maintain professional relationships, and navigate competing interests in a complex institutional environment.
- **Analytical and problem-solving skills:** Ability to assess complex situations, evaluate risk, and develop practical, defensible recommendations.
- **Equity and inclusion**: Demonstrated commitment to fair employment practices, accessibility, diversity, inclusion, and respectful workplaces.
- **Confidentiality and judgment:** Ability to manage sensitive information and exercise sound discretion in high-risk employment matters.
- **Change leadership:** Ability to support organizational transformation while anticipating and addressing human resource implications.
- **Team leadership:** Ability to develop high-performing teams and foster collaboration, accountability, and continuous improvement.

WHY JOIN THE UNIVERSITY OF WINDSOR?

We are committed to creating an exceptional employee experience grounded in well-being, professional growth, and work–life balance. As a valued member of our community, you will have access to a comprehensive benefits package designed to support you and your family, including:

- **Health & Dental Benefits:** Extensive coverage to support preventative care and ongoing health needs.
- **Out-of-Province/Out-of-Country Coverage:** Travel with confidence knowing you are protected beyond Ontario.
- **Pension Plan:** Participation in a pension plan that supports long-term financial security and retirement planning.

- **Tuition Remission:** Reduced-cost tuition to help you pursue further education and professional development (for yourself and dependents up to age 26).
- **Employee Assistance Program (EAP):** Confidential support for mental health, family matters, financial planning, and overall well-being.
- **Toldo Lancer Centre Membership:** Complimentary access to state-of-the-art fitness and recreation facilities on campus.
- **Employee Discounts:** Exclusive savings across a variety of vendor and community programs.

Join an institution that values people, purpose, and lifelong learning — and contribute to shaping the future of our University.

Since 1963, the University of Windsor has been a forward-looking community that comes together to study, to learn, to teach, and to serve. Our symbol is the bridge; our vista is cross-border; our commitment is local; and our impact is global. We are a dynamic, inclusive community of higher learning with roots going back more than 160 years and with a future full of promise.

In pursuit of the University's commitment to employment equity, members from the designated groups including women, Indigenous Peoples (First Nations, Métis, Inuit), racialized persons/visible minorities, persons with disabilities, and persons of a minority sexual orientation and/or gender identity are encouraged to apply and to self-identify.

If you need an accommodation for any part of the application and hiring process, please notify the Talent & Workforce Team (employment@uwindsor.ca). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Conflict Resolution and Mediation (OHRCRM).

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

We thank all applicants in advance for their interest in the University of Windsor; however, only those under consideration will be contacted. Applications submitted through employment agencies will not be considered.

APPLICATION PROCESS

Interested candidates are invited to submit their application through **UWin People** on or before the deadline below.

2026-EX-01

APPLICATION DEADLINE:

Friday December 4, 2026 at 4:00pm