

## POSITION SEARCH

### Chief of Human Resources and Talent Development

# CHARTING THE COURSE TO EXCELLENCE



Lakeshore Technical College is on course to take the next generation into the workforce of the future. Our strong collaborative partnerships with local companies make us a key partner in workforce development.

We are looking for a Chief of Human Resources and Talent Development to join us in leading the college to excellence.



### OVERVIEW OF RESPONSIBILITIES

Reporting directly to the College President, the Chief of Human Resources and Talent Development champions a culture of employee engagement and continuous improvement. The incumbent will attract, develop, and retain a diverse, skilled, and motivated high-performing team of individuals who are leaders providing excellence in customer service and information.

Essential Duties and Responsibilities include the following:

- Oversee and monitor LTC's employee professional development plan
- Oversee the college's onboarding process to ensure a quality and diversified workforce
- Oversee the human resources planning function.
- Provide guidance in and facilitate job description writing and updating to maximize LTC's effectiveness to support a diverse culture of continuous improvement.
- Serve as LTC compliance officer.
- Provide supervision to Human Resources, Payroll, and Staff Development.

### QUALIFICATIONS

- Ability to relate successfully with students and staff of diverse cultural, social or educational backgrounds.
- Positive energy and ability to motivate others.
- Bachelor's degree required. Master's degree with five years of relevant experience preferred. Society of Human Resource Management (SHRM) certification preferred.
- Exceptional organizational, planning, prioritizing, goal setting and problem solving skills.
- A strong intellect and an excellent command of details and ability to follow-up.
- Ability to handle sensitive and confidential information in a positive and proactive manner.

### APPLICATION PROCESS

Please submit your application electronically using LTC's online application at [gotoltc.edu/LTC-Employment](http://gotoltc.edu/LTC-Employment).

In addition to personal data, educational preparation, transcripts and work experience, LTC requires three professional references, with at least two being supervisory references. (References will not be contacted without the expressed authorization of the applicant and all applications are confidential.)

Your resume and cover letter are also required and can be uploaded within the application. Complete instructions for the online application process may be found on the LTC employment web page.

The college will begin review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by **September 29** receiving priority consideration.

The expected timeline of the process includes:

- Phone interviews – October 9
- First interviews – October 18 or 19
- Second interviews – November 3

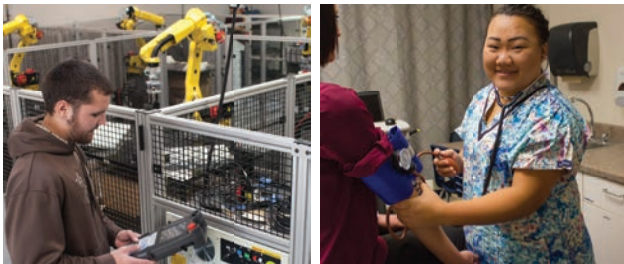
Please direct any questions to the Lakeshore Technical College President's Office:

Heidi Soodsma  
Executive Assistant to the President  
920.693.1631 • [heidi.soodsma@gotoltc.edu](mailto:heidi.soodsma@gotoltc.edu)

*LTC does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions, or its programs or activities.*

## OUR COLLEGE

Lakeshore Technical College is a cutting-edge provider of technical education offering more than 70 degree programs, customized training for business and industry, continuing education for personal and professional enrichment, and basic skills education. We rely on our innovative approach to technical education to develop the skilled workforce employers need. By partnering with local business leaders we fine-tune our curriculum to make sure LTC graduates enter the workforce ready to do their jobs. We bring in industry experts to help build our programs and experienced professionals to teach in our classrooms.



Each year close to 10,000 people enroll in courses at LTC. They rely on LTC for job preparation, to earn a degree, to change careers and to build on existing skills. They enroll because they know that LTC students find employment or career advancement when they graduate.

We are proud to say that 92 percent of LTC graduates find employment within six months and earn an average starting salary of \$45,000 per year (Associate Degree graduates in career-related field).

## OUR CAMPUS

Located on the western shore of Lake Michigan, Lakeshore Technical College is ideally positioned between two of Wisconsin's lakefront communities—Manitowoc and Sheboygan. Our scenic Cleveland campus includes state-of-the-art facilities set among large open spaces. In just the last five years, we have unveiled multiple high-tech

labs and classrooms including the KOHLER Center for Manufacturing Excellence and the Advanced Automotive Technology Center. In addition to our main campus, we operate the Lakeshore Culinary Institute and two satellite campuses in Manitowoc and Sheboygan.



## OUR COMMUNITY

Just south of LTC is the city of Sheboygan. Sheboygan is the center of the area's "foodie" community with an astonishing array of restaurants and the premier farmers market. Sheboygan has two world class art venues and one of the top beaches in the Midwest. The community is bicycle friendly with multiple city parks. To learn more about Sheboygan visit [someplacebetter.org](http://someplacebetter.org).



North of LTC is the city of Manitowoc. With its stunning parks, beaches and marinas, to historic downtown and outdoor band concerts, Manitowoc is a maritime treasure. More than 20 miles of Lake Michigan shoreline are home to numerous annual festivals and fun runs, coastal bike paths, and cultural centers including the Wisconsin Maritime Museum, Capitol Civic Center and the Rahr-West Museum. To explore Manitowoc visit [manitowoc.info](http://manitowoc.info).

## LTC FAST FACTS

<b>400+</b> TOTAL STAFF	<b>260+</b> FULL-TIME STAFF	<b>150</b> PART-TIME STAFF	<b>240+</b> ADJUNCT FACULTY	<b>9,889</b> TOTAL STUDENT ENROLLMENT
<b>12%</b> MINORITY STUDENTS	<b>24%</b> FULL-TIME STUDENTS	<b>76%</b> PART-TIME STUDENTS	<b>1,000</b> ANNUAL GRADUATES	<b>28</b> AVERAGE STUDENT AGE

## LTC BENEFITS

<b>CHILDCARE CENTER</b>	<b>FITNESS CENTER</b>	<b>GENEROUS LEAVE POLICY</b>	<b>ATTRACTIVE BENEFIT PACKAGE</b>
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