



**TAYLOR**  
**UNIVERSITY**

**Opportunity Profile**

Director of  
Human Resources and  
Title IX Coordinator







## The Institution

For 175 years, Taylor University has been one of the most Christ-centered, student-focused universities in the world. A new presidential administration has catalyzed a season of significant energy and excitement on campus. The University is engaged in a yearlong strategic-planning process that is helping draw thousands of supporters deeper into their relationship with the University, a process we believe will move the University from excellence to eminence in a host of areas. This is an exciting time to be at Taylor.

Founded in 1846, Taylor is recognized as an institution that prizes student learning, celebrates intentional community, leads in the work of faith-learning integration and stands as the oldest non-denominational school within the Council for Christian Colleges and Universities (CCCCU). Each member of Taylor's dedicated faculty and staff is devoted to the intellectual and spiritual formation of students—in classrooms and residence halls, on the athletic turf and performance stage, and around the world.

The culture of Taylor is one of high collegiality, deep care for one another, and shared Christian commitment. Again this year, Taylor was named the #1 university in the Midwest by *U.S. News and World Report*, and for 25 consecutive years, Taylor has been ranked as one of the top three universities in the Midwest and one of America's Top Colleges according to *Forbes*.

In addition, Taylor has been named a "Christian College of Distinction" with four notable strengths: engaged students, great teaching, vibrant communities, and successful outcomes.

In addition to their deep commitment to Christ, Taylor students distinguish themselves by academic passion, spiritual commitment, and active engagement on campus. Two satellites built by Taylor students were launched into space in early 2021. And in the fields of finance and investment management, a team of Taylor students won QGAME – a national competition among business students who manage portions of their institution's endowment. Recently, ten Taylor student athletes were named CoSIDA Academic All-Americans, ranking Taylor first in the NAIA and fifth in the nation across all collegiate levels.

Taylor students are part of a larger ecosystem of broad institutional support and loyalty. In fact, virtually all (97%) of current parents would support their child's choice to attend Taylor again, which is higher than many peer institutions. The percentage of Taylor alumni contributing financially to the University every year is double the national average, and Taylor is ranked number one in the Midwest in freshman retention by *U.S. News and World Report*.



## Taylor Distinctives

- According to the most recent HERI faculty survey, Taylor faculty are significantly more likely to report that they help students develop personal values and moral character and prepare them for both graduate education and employment after graduation compared to other highly-selective, religious institutions.
- Taylor is a national leader in study abroad and global engagement opportunities. Taylor is ranked third in the country this year with an astounding 109% participation rate in global experiences.
- Taylor students also report high levels of satisfaction. When comparing Taylor undergraduates to undergraduates at other CCCU institutions, our students are significantly more likely to report having a personally meaningful relationship with God, a willingness to hold fast to their Christian convictions (even in the face of opposition), to report that their relationship with God impacts their day-to-day activities, and that their relationship with God contributes to a sense of wellbeing.
- Even more impressive, a significantly larger proportion of Taylor's students than those at other Christian institutions report that the University challenges them to approach issues from a Christian perspective and to critically evaluate their behavior in terms of Christian values. They also report significantly higher amounts of feeling valued by the institution and that they are part of the community. Moreover, in each of these measures, Taylor students report stronger, more positive sentiments at the end of their four years on campus compared to when they began as freshmen.
- Taylor students rate their leadership development opportunities significantly higher than their peers at comparison institutions. Two-thirds of Taylor seniors report participating in leadership development training (compared to 41% at other religious institutions). They also are significantly more likely to say that they have "effectively led a group to a common purpose" (44% vs. 31% at peer institutions).
- Finally, graduating Taylor students are far more likely than CCCU peers to report that the University helped them learn how to speak and write clearly and effectively and to think critically and analytically. In sum, a Taylor education accomplishes its goals.



## Academic Excellence, Dedicated to Truth



With more than 125 degree programs for study at the undergraduate level, Taylor also instills broad understanding and knowledge through its respected Foundational Core curriculum. Throughout the educational journey, the University encourages students to ask hard questions, to apply themselves to the tasks at hand, and to embrace their callings. In addition to the 130-plus fulltime instructional faculty, Taylor's unique academic environment includes student development professionals with advanced degrees and administrators who also hold faculty rank. In the aggregate, this contributes to a much richer context for intellectual formation and intentional academic community on the Taylor campus. It also produces a learning environment marked by distinctive excellence, as exemplified by the following accolades:

- Taylor ranks second among Indiana schools (including Notre Dame and Purdue) and second nationally among CCCU schools (including Westmont, Wheaton, and Calvin) for average incoming students' SAT score.
- Taylor is ranked third nationally among baccalaureate schools for the number of students who participate in study and service abroad opportunities.
- Virtually all members of the Class of 2021 (99%) secured a full-time or part-time job, post-graduate internship, or graduate school placement within six months following graduation.

You can read more about Taylor's academic accolades and awards in the [Taylor University Profile](#).



## A Vibrant Community United in Faith

Taylor is an institution that takes Christian faith seriously. All students, faculty, and staff have professed belief in Jesus Christ as their Lord and Savior. This, in turn, builds a vibrant campus community where shared values and commitments strengthen faith and intellectual development.

Unlike many Christian universities, Taylor doesn't monitor chapel attendance, yet Taylor students fill the seats at chapel services every week. Students hold each other accountable in their commitment to grow spiritually. Upperclassmen, who live on the same residence hall floors as first-year students, forge their own mentoring-like relationships with new students and encourage them to attend chapel, participate in small groups, and engage in floor/wing worship nights.

Our student body of about 1,800 possesses a tremendous amount of creativity that is channeled through various campus initiatives. Students have applied their gifts to on-campus music groups, Bible studies, campus events, themed athletic activities, and much more over the years. Rich traditions—running the gamut from lip-syncing/dance contests to bike races where the rider changes but the bike never stops—keep students engaged in Taylor's distinctive campus culture.

Situated between Indianapolis and Fort Wayne on 952 acres, Taylor's bucolic campus is surrounded by cornfields, open air, and big skies. The Crossroads of America is not just a state motto; it is a fact of life. We want and encourage our employees to get involved in the lives of our students. Investing in the whole-person aspect of students' lives can be a lot of fun and very meaningful for everyone. Attending the annual Silent Night basketball game is just one way to participate in Taylor's unique campus culture. To learn more about this storied tradition at Taylor, check out the [ESPN Silent Night Feature](#). Finally, a high percentage of Taylor faculty and staff live close to campus; because of this, many employees take advantage of the opportunity to form close-knit relationships with students in mentoring and discipling relationships that last for life.



## Mission Statement and Foundational Documents

**Taylor’s mission is to develop servant leaders marked with a passion to minister Christ’s redemptive love and truth to a world in need.**

We accomplish this mission by striving to be:

- Whole Person Focused: We involve students in learning experiences imbued with a vital Christian interpretation of truth and life which foster their intellectual, emotional, physical, vocational, social, and spiritual development.
- Biblically Anchored and Liberal Arts Grounded: We offer a liberal arts, professional, and life-long education based upon the conviction all truth has its source in God and His Word.
- Christ-Centered: Our Christian faith should permeate all learning—leading to a consistent life of worship, servant leadership, stewardship, and world outreach.
- Faith and Learning Integrated: We strive to create specific experiences where the integrative focus of a Christian liberal arts education is clarified, personalized, and applied.
- World Engaging: We contribute to the advancement of human knowledge and understanding and serve the evangelical Christian church and the larger, public community for the glory of God.
- Servant Leader Motivated: We foster a biblical model of relationships acknowledging both unity and diversity of the followers of Christ within a covenant community, which can be evidenced in a continuing lifestyle of service to and concern for others.

### Foundational Documents

A series of Foundational Documents make clear the University’s interpretation and biblical understanding of a host of issues that relate to studying, living, and working together in a Christ-centered community. Senior leader candidates should be able to wholeheartedly affirm and endorse each of these documents annually. They are the following and can be located online [here](#)

- 1) Statement of Faith
- 2) Life Together Covenant
- 3) Sanctity of Life Statement
- 4) Multicultural Philosophy Statement
- 5) Statement on Human Sexuality





## The Opportunity

This is Taylor's 175th anniversary year and the inaugural year of President Michael Lindsay's tenure at Taylor. As a result, this is a year filled with celebration and excitement. A wide spectrum of Taylor constituents—including students, faculty and staff, alumni, parents, and major donors—have been engaged in a yearlong strategic-planning process that endeavors to chart the University's future over the next five years. This process is building on the insights and leadership of a group called the 175th Commission. This remarkable group includes 175 volunteer leaders who, along with Taylor's Board of Trustees, are helping President Lindsay and his Cabinet develop a roadmap that will catalyze a period of remarkable growth and positive momentum for Taylor University. Dozens of Taylor faculty and staff are serving as resource experts to the 175th Commission in helping the University chart a path for Taylor's future.

The energy and enthusiasm on campus among faculty and staff is palpable. In a recent survey of all employees, Taylor colleagues acknowledged challenges that the University has faced over the last several years and the threats facing every institution of higher education, including Taylor.

We know there is ample work to do in increasing employee engagement and overall satisfaction of employees at Taylor. But the overall mood on campus these days is positive and hopeful; employees are excited for the future. The University has adopted this academic year a series of campuswide priorities that are providing clarity and direction for everyone at Taylor. The Director will join an experienced senior leadership team that is united, engaged, and expectant of all that God is doing in and through the ministry of Taylor University. This is an exciting, strategic place to serve in advancing the mission of God.



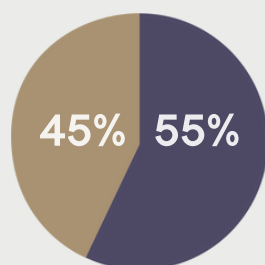
## Institutional Distinctives

### Student Profile

**1786**  
undergraduate  
students

**41** states

**25** foreign countries



female



male

**44%**  
from  
Indiana

**16%**  
minority  
students

**3%**  
international  
students

Distance learning **290** students

Graduate program **137** students

Transition to Teaching & Mild Intervention and Licensure

### Faculty



**132** Full-Time Instructional Faculty

**91%** Full-Time Regular Faculty with  
highest degree

**53%** Faculty are Tenured

### Alumni

According to the most recent NSSE Student Survey:

**91% & 93%** Would attend Taylor again  
Seniors First Year Students

According to the NSSE Student Survey:

**81%** report weekly participation in church-related activities

**17%** of alumni contributed financially in 2019-2020.

### Rankings



**25th** consecutive year in the region's top **3**

**#1** in the *U.S. News & World Report*

**#1** in the Midwest for Freshman Retention Rate



One of the best colleges in the midwest  
according to the *Princeton Review's* annual  
compilation of best colleges.



Taylor was named a **Christian College of Distinction** for 2019-2020, for excelling at:  
Engaged Students, Great Teaching, Vibrant  
Communities, and Successful Outcomes

### Parents

According to the 2020 Parent Survey:

**97%** Would support their student's  
choice to attend Taylor again.

### Athletic Programs



**16** men's and women's sports

**45%** students participated in  
at least one intramural  
sport last year.

### Tuition and Finances

**\$36,270**  
Tuition  
(2020-2021)



**\$125M**  
Endowment

**\$58M**  
Operating Budget

**\$260M**  
Total Assets

**\$22M**  
Debt

### Check out Taylor on Social Media



<https://www.facebook.com/tayloruniversity/>



<https://www.instagram.com/tayloruniv/>



<https://twitter.com/tayloru>



## Major Roles for the Director

*As the University's Chief Human Resources Officer, the Director oversees a number of strategic areas for Taylor, which fall into five major categories.*

### **Recruiting and HR Strategy**

The Director will leverage his/her expertise to lead employee recruitment and workforce planning. She or he will identify and facilitate cross-functional opportunities to meet key initiatives, including but not limited to recruiting talented and diverse faculty and staff and increasing faculty and staff engagement.

### **Organizational Culture**

The Director will lead the employee onboarding process that creates and enhances a campus culture that advances Taylor's distinctive mission and sustains a workplace where people feel valued.

### **Title IX and Compliance.**

The Director serves as the University's Title IX Coordinator and ensures the University remains in compliance with all governmental and regulatory requirements around workplace issues.

### **Compensation and Benefits**

The Director partners with the CFO and senior leaders of Taylor University to design and administer benefits, develop compensation plans and oversee policies and procedures that motivate Taylor colleagues and build a meaningful workplace culture. The Director partners with the Chief of Staff regarding employee communications and recognition.

### **Talent Development**

The Director will galvanize and equip campus supervisors to develop and manage the human capital of employees and (in partnership with the Calling and Career Office) of student employees in campus offices.





## Essential Functions of the Director

The Director of Human Resources and Title IX Coordinator oversees the life-cycle of employee engagement at Taylor—from hiring and onboarding to engaging, performing, developing, and finally helping people depart well. The following outline these essential functions according to this framework.

### Hire

- Attracts, develops, rewards and retains a diverse and talented workforce.
- Partners with campus leaders on cross-functional collaboration efforts on admissions recruitment strategy, student internship and workforce readiness, diversity recruitment efforts, workforce optimization and other strategic efforts.
- Conducts periodic examination of market and benchmark salary data, recommending competitive salary levels necessary to recruit and retain qualified staff.
- Reviews University policies regarding sexual misconduct to ensure compliance with Title IX and the Violence Against Women Act and to maintain a respectful workplace and safe campus.
- Maintains records of all Title IX reports.
- Ensures job descriptions are current and conducts job analysis to determine appropriate salary grades; also recommends salary levels for promotions and new hires.
- Provides oversight for Taylor's compensation plan including competitive salaries, robust benefit program, survey participation, data analysis, and establishing appropriate classifications and compensation for all positions. Ensures compliance with applicable wage and hour laws and regulations.
- Develops, implements, and supports a performance management system for staff and student workers that integrates the strategies and action plans of the University's annual goals and longer-term objectives.

### Onboard

- Directs and engages other campus leaders in onboarding and offboarding employees (from new hire orientation to exit experience).

### Engage

- In collaboration with the President's and Marketing Offices, develops and provides leadership oversight for the communications and marketing function for employee relations.



## Essential Functions of the Director

- Develops and manages the University's multi-million-dollar personnel and benefits budgets.
- Collaborates with and serves as a consultative advisor to department heads and campus leaders to promote an engaged campus culture for employees.
- Revises and maintains the Staff Handbook and ensures all HR policies and protocols align with best practices and relevant legal and regulatory expectations.

### **Perform**

- Manages human resources staff, including payroll.
- Provides guidance in mediation, intervention, advocacy, discipline and training issues.
- Serves as Title IX Coordinator and advises the Title IX Team in procedures and resources under the policy to ensure that the University's review, investigation and resolution of reports of sexual misconduct are consistent, timely, effective, and in accordance with the policy.

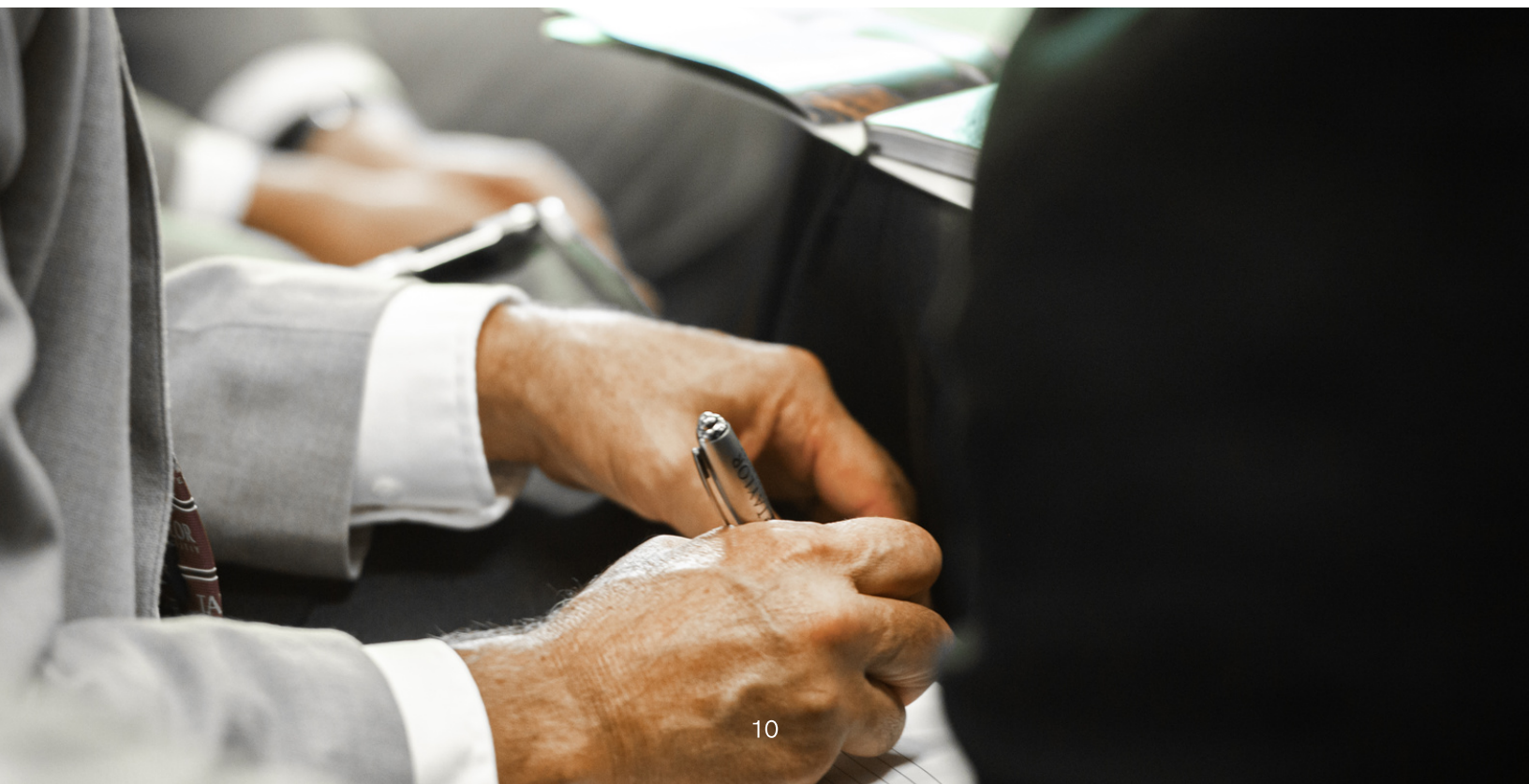
Also coordinates campus-wide training, education and prevention efforts regarding Title IX and prohibited conduct defined in the policy.

### **Develop**

- Leads the development and implementation of metrics and HR analytics that effectively measure, benchmark, and monitor the learning and development impact to the institution.
- Seeks opportunity to build community among faculty and staff through informal contacts and formal events, including all-campus faculty/staff meetings, employee recognition events, and the annual Christmas Banquet.
- Conducts investigations and mediates differences when employee complaints or concerns are brought forth

### **Depart**

- Reviews, guides, and approves management recommendations for employment terminations.



## The Role

Under the direction of the Chief of Staff, the Director of Human Resources and Title IX Coordinator provides strategic leadership and direction for recruiting, developing, motivating, and evaluating Taylor University's human capital. This hands-on position is responsible for leading all human resources operations, programs, and services for administrators, faculty, staff, and students and in coordinating the University's Title IX program. This position advances Taylor's Christian mission and seeks to build a national model for what it means to be a thriving workplace culture in the context of Christ-centered higher education.

## WHAT MAKES WORKING AT TAYLOR SO GREAT?

Taylor University offers competitive employee benefits such as health, dental, and prescription medication coverage and a generous retirement plan with an employer contribution of six percent (6%). In addition, tuition remission and continuing education opportunities are readily available for Taylor employees and their dependents, providing a highly prized benefit. As a community, our faculty, staff and students commit to living out Christ's love and truth in the here and now. We worship together, serve one another, and grow in faith as we learn in the classroom, on the field, at chapel, and anywhere else we're doing Life Together.







## The Candidate

We recognize that God has gifted every person with unique gifts and backgrounds, and while the selected candidate may not meet every qualification, we believe there are several things that are important for Taylor's Director of Human Resources and Title IX Coordinator.

Senior campus leaders at Taylor must exhibit strong interpersonal and communication skills, and we are looking for a leader who has all of the requisite technical knowledge along with the ability to build and develop teams that will advance the University's human resources strategy in the years ahead. We seek a gifted leader, not merely an effective manager.

The ideal candidate will fully embrace the unique mission of Taylor University and champion the University's Foundational Documents when recruiting and screening potential faculty and staff colleagues. The Director will manage well the ethos of collaborative decision-making that sets higher education apart from other sectors. We believe the best leaders at Taylor also embody a liberal arts mindset that thinks across domains of knowledge and forges connections across ideas, people, and organizations.

We seek a person with demonstrated talent in leading and inspiring positive change and organizational innovation. The Director will need to embody sound judgment, the highest ethical standards, and a commitment to the ideals for Christian living and leadership. The ideal candidate will have experience in several key areas such as leading teams and managing in a complex organization (ideally a nonprofit organization).

The ideal candidate will hold a master's degree or higher in a relevant field or an equivalent record of professional distinction. She or he will also have five to ten years of progressive leadership experience. The ideal candidate will have experience with human resources information and payroll systems, supervisory experience, and the ability to regularly exercise objectivity, confidentiality, discretion and judgement.



## The Candidate

The Director, like all Taylor faculty and staff, is expected to live in a vital relationship with Jesus Christ, and to be grounded in Biblical wisdom, a church community, and ongoing spiritual practices. The selected candidate will have a record of active involvement in Christian ministry and local church life and can enthusiastically champion the University's Foundational Documents. The candidate will reflect godly character, an excellent work ethic, an optimistic outlook, confident humility, and impeccable integrity. She or he must have the personal energy and resilience to lead with wisdom, grace, and love.

## APPLY NOW

Interested applicants are encouraged to submit their materials to [HR@InHISNameHR.com](mailto:HR@InHISNameHR.com). Heather Weller and Mark Griffin of In HIS Name HR are assisting Taylor University with this search. The review of applications will begin immediately and continue until the position is filled.

To apply, please submit a letter of application addressing qualifications outlined in this opportunity profile, a complete resume, a 1-2 page statement of the candidate's professional experience in human resources, and a 1-2 page statement of the candidate's spiritual journey.



236 W Reade Ave, Upland, IN 46989  
(765) 998-5000

