

Assistant Vice President for Human Resources

OPPORTUNITY PROFILE



WESTMONT

WESTMONT.EDU | 805-565-6000 | 955 LA PAZ RD, SANTA BARBARA, CA, 93108

Welcome to **WESTMONT** COLLEGE



WHAT DO WE DO?

A purposeful integration of Christian faith, academics, and community.

HOW DO WE DO IT?

By both affirming and challenging students.

WHY DOES IT MATTER?

To prepare thoughtful and faithful servant leaders who seek global engagement.

MISSION STATEMENT

Westmont College is an undergraduate, residential, Christian, liberal arts community serving God's kingdom by cultivating thoughtful scholars, grateful servants and faithful leaders for global engagement with the academy, church and world.

WHO ARE Westmont Students?

They are **high performing**, but don't chase perfection.

They behave with **integrity** and an **open mind**.

They enjoy the rewards that come from **taking on challenges**.

They value **unique perspectives**, backgrounds, talent, and knowledge.

They believe in a **well-informed** and **well-tested** Christian faith.

They feel **unafraid to ask** and answer questions that are difficult or uncomfortable.

They seek vocation, significance, **community**, and **justice**.

They strive to model a life of service, leadership, and **impact**.



ACADEMICS

At Westmont College, we offer a demanding yet personal academic experience so that our students can discover and develop their calling and career.

Deeper thinking might be an understatement:

Convention says that you have to choose between scholarly knowledge and scriptural truth. But that's like using only half your brain, or relying on only half the information. Here, you'll pull from both. You'll layer biology, psychology, and every other ology on top of theology until you're so immersed in knowledge that deeper thinking becomes second nature. And in this one-of-a-kind location where faith and intellect intersect, you'll not only pursue your career, you'll uncover your calling.



FAITH

At Westmont College, we offer a supported Christian journey of faith seeking understanding so that our students can use their faith to make commitments that will expand their unique contribution.

Eternity deserves a deeper look:

At Westmont College, “my pastor said so” won’t cut it. We’ll challenge you to dig deeper—to push your faith, expand your knowledge, and search your soul until you understand why you believe what you believe. And then, with your mind blown and spirit filled, we’ll ask you the most important question of all: how are you going to live out your beliefs?

COMMUNITY

At Westmont College, we offer a connective community where values are respected, enhanced, and challenged so that our students find their passion through transformative experiences with Jesus Christ.

A close-knit community. A wide range of passions:

We come to Westmont from every walk of life. Each of us unique. All of us eager to learn from the others. And even though we’re a diverse community of artists, activists, athletes, musicians, scholars, gamers, and dreamers, we’re connected by a common thread: our deep love for Jesus Christ. You’ll feel His presence in every club you join, game you play, and country you visit. And it’s here, among this culture of Christian values and infinite possibilities, that you’ll discover your passion (or two, or three).

WHAT WESTMONT OFFERS

At Westmont College, a deep love of God drives us to pursue intellectual curiosity through a rigorous yet affirming education.

WHAT STUDENTS GET

Our students are pushed beyond boundaries to master every area of human knowledge, develop abilities and embrace a credible, knowledgeable faith.

WESTMONT BRAND STATEMENT

We arrive at Westmont full of hope and potential.

We bring our faith, our knowledge, our beliefs, and our talents.

And the relationships and experiences we have at Westmont push our faith, expand our knowledge, challenge our beliefs, and enable us to use our talents **more fully in the service of Christ**. Because learning to lead a life of significance begins with a deep love of God. It's tempered by rigorous training in every area of human knowledge. And it's strengthened by the freedom to shift and grow, as we reconsider what we know, think, and feel in our search for the truth.

And that's what brings us here. Only here.

In the foothills of Santa Barbara, at a unique vantage point where we can see the ascending peaks of the mountains and the vast expanse of the ocean.

And from this one-of-a-kind location where faith and intellect intersect, we **unlock our potential to broaden our impact and deepen our understanding**.

Through a deeper understanding, we can unite the spirit and the mind.

With a greater impact, we can lead and serve in every sphere of society.

It's thinking that takes us ever further.

Deeper thinking. Wider impact.

2020 AT WESTMONT

Students returned to campus to study and live safely in community for the entire 2020-2021 school year. More than 90 percent of students chose to live on campus, underwent regular testing, and followed safety protocols to keep COVID-19 cases to a minimum and prevent major outbreaks. Westmont conducted 8,909 tests during the year and achieved a low positivity rate of 1.16%. Nearly 90 percent of faculty and staff have been vaccinated. Thanks to generous alums, parents and friends, the COVID-19 Emergency Relief Fund raised \$300,000 to defray added the expenses resulting from the pandemic.

Even in the midst of the pandemic, Westmont balanced its budget for a record 37th straight year of operating in the black.

Source: Westmont Magazine



Mrs. Ruth Kerr and the founding board, 1937



Kerr Student Center, c. 1980



Kerr Student Center, present day



Dr. Beebe welcomes new students to campus.

A BRIEF HISTORY OF WESTMONT

In 1937, Ruth Kerr helped establish a school that became Westmont, a liberal arts college committed to rigorous academics and a deep love of God. Wallace Emerson, the first president, envisioned an institution that rivaled the best colleges nationwide, and he set the standard for excellence that still applies.

Westmont outgrew its Los Angeles campus in 1945 and moved to the former Dwight Murphy estate in Santa Barbara. Features of this property endure today, including its lovely Mediterranean house, formal gardens, wooded pathways and stone bridges. After achieving accreditation in 1958, the college added nine major facilities on campus in the 1960s. Enrollment rose to 840, and in 1976, Westmont received permission for 1,200 students. In 2007, the county approved an updated campus master plan.

Gayle D. Beebe became Westmont's eighth president in 2007. He has focused on strategic planning, completion of the campus master plan, and building a strong financial base for the 21st century. He presided over the successful recovery from the 2008 Tea Fire and the 2017 Thomas Fire, the national Bright Hope for Tomorrow and Strength for Today capital campaigns, and construction of Adams Center for the Visual Arts, Winter Hall for Science and Mathematics, the Global Leadership Center, an observatory and renovated athletic facilities.

Throughout its history, Westmont has earned increasing national recognition for academic quality and its distinctive mission as an undergraduate, residential, Christian, liberal arts community serving God's kingdom by cultivating thoughtful scholars, grateful servants and faithful leaders for global engagement with the academy, church and world.

Westmont educates the whole person, transforming students for a lifetime of service in a variety of careers worldwide, equipping them with the knowledge, skills and heart to meet the great and pressing needs of our time.



GAYLE BEEBE, Ph.D. **WESTMONT PRESIDENT**

Gayle D. Beebe became the eighth president of Westmont College in 2007 and has held leadership positions in higher education for more than 25 years.

He completed a Doctor of Philosophy and a master's degree in philosophy of religion and theology at Claremont Graduate University and also earned an MBA in strategic management from the Peter F. Drucker School of Management at Claremont. He received his Master of Divinity from Princeton Theological Seminary and earned his undergraduate degree from George Fox University in Oregon. He spent a wonderful semester as an exchange student at Westmont in fall 1980.

An active scholar, he has written or edited 10 books and more than 40 articles, including *The Shaping of an Effective Leader: Eight Formative Principles of Leadership* and *Longing for God: Seven Paths of Christian Devotion*, which he co-authored with Richard Foster.

He and his wife, Pam, have three adult children who all graduated from Westmont: Anna '15; Elizabeth '17 and Ricky '21.



DOUG JONES, CPA, MBA **VICE PRESIDENT FOR FINANCE**

Doug Jones came to Westmont in September 2007 and has served in Christian higher education administration for 23 years. Previously, he was vice president of finance and administration at Spring Arbor University and controller at Huntington University.

Doug oversees the budget, endowment, student financial aid, human resources, physical plant, campus master plan, new construction, employee housing assistance programs, risk management and strategic planning. He recently led the effort to complete an \$80 million tax-exempt bond issue and has managed the successful completion of more than \$150 million in construction and renovation projects at Westmont.

He earned his bachelor's degree in accounting and management from Huntington University, has an MBA from Indiana University, and is a licensed CPA in the state of Indiana. He also completed a certificate in Management and Leadership in Education at Harvard University.



Position Overview

Working in collaboration with the vice president for finance, the assistant vice president of human resources gives leadership to hiring and retaining best-fit staff members and works with the president, the Executive Team, and supervisors to shape the workplace ethos to reflect the college's values.

The assistant vice president of human resources supervises the professional human resources staff and is responsible for:

- » Developing and implementing strategic plans and policies for all areas of human resources pertaining to staff, including talent acquisition and retention, compensation, benefits, and employee relations.
- » Overseeing the administration of all benefit programs and collaborating with the faculty Budget and Salary Committee on any proposed changes to the benefit programs.
- » Recommending training and development programs for staff and serving as a resource for members of the Executive Team and supervisors in addressing the specific training and development needs of their employees.
- » Assessing the effectiveness of Westmont's employee policies and practices, insuring compliance, as well as identifying weaknesses and changes to employment law or higher education best practices, and proposing improvements to the president and the Executive Team.

NECESSARY QUALIFICATIONS AND CHARACTERISTICS

In light of job responsibilities and duties, the assistant vice president of human resources should possess the following:

- » Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.
- » Agree with and support Westmont's Statement of Faith.
- » Ability to inspire others with Christ-like character and have an active and personal relationship with Jesus Christ.
- » Demonstrate business insight, seasoned by faith in God and Westmont College's mission, in setting clear organizational goals for its human resources.
- » Nurture a collaborative leadership environment, building a cohesive human resources management team and encouraging and facilitating personal and professional staff development.
- » Bachelor's degree required. Master's and SHRM-SCP/SPHR certification preferred.
- » At minimum 7-10 years as a senior human resources practitioner (preferably at a private liberal arts college or university or comparable not-for-profit entity) with experience in all major human resources management disciplines including development, implementation and administration of programs, policies and practices for: recruitment and retention, leadership development, performance management, reward systems, pay programs, benefits plans, training, and legal compliance.
- » Demonstrated knowledge of federal and state employment laws with the ability to understand and apply such legal requirements and complex policies to all work. Specifically, must have in depth knowledge of California state requirements.
- » At least three years of exemplary leadership as a manager or supervisor.
- » Ability to think holistically and strategically when considering opportunities and making decisions.
- » The highest integrity in relationships and in the management of financial and information resources.
- » Sensitivity to the particularities of the higher education culture and demonstrated skills to function well in this environment.
- » Ability to nurture employee awareness of and appreciation for the distinctive advantages of working within a Christian liberal arts community.
- » Keen understanding of the need for, and mastery of, the art of diplomacy.
- » Superb listening skills.
- » Creativity and flexibility in problem solving.
- » Superior and proven ability to bring people together and secure consensus.
- » Ability to develop, nurture and sustain effective and collegial channels of communication that engage all members of the community as needed.
- » Ability to represent the college well and to exemplify what it seeks from all employees.

PRIMARY DUTIES AND RESPONSIBILITIES

- » Direct the recruitment and employment function for all non-faculty employees, including screening, interviewing, hiring and on-boarding.
- » Collaborate with the provost in efforts to hire and retain the right faculty. Participate in academic search processes as requested.
- » Regularly assess and report to the vice president for finance regarding the competitiveness of college's wages and salaries, develop and promote sound compensation administration practices, and periodically collaborate with outside consultants.
- » Regularly assess and report to the vice president for finance regarding the competitiveness of benefit programs and ensure that the benefit programs are effectively administered.
- » Stay abreast of changes in the demographics of prospective employees and the overall hiring market and guide the college's hiring managers and executive leadership on the impacts of those changes.
- » Manage the Human Resources Office, including supervision of its professional staff.
- » Lead the human resources staff in helping to achieve college goals and priorities, including greater diversity.
- » Identify training needs for non-faculty and recommend ways to provide necessary training. Special attention should be given to the development needs of supervisors, including preparation for performance-related conversations with their staff.
- » Serve as a resource to both supervisors and employees in resolving personnel problems.
- » Anticipate specific succession planning needs and assist supervisors in providing appropriate development opportunities for potential successors.
- » As part of an effective employee retention program, develop, administer and encourage appropriate recognition of staff.
- » Ensure the equitable application of human resources policies and practices.
- » Ensure that the college is operating within the appropriate laws of federal, state, and local governments as they pertain to human resources matters, and that considered risks are well calculated.
- » Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.



Locale: Santa Barbara, California

Nestled in the foothills of Santa Barbara, Westmont has a unique vantage point with views of the ascending peaks of the mountains and the vast expanse of the ocean. The local community enjoys recreation from sailing and surfing to biking to scenic hikes on trails in the Santa Ynez Mountains. Rich cultural resources, including an art museum and many galleries, symphony and chamber orchestras, and theater companies offer a wide variety of arts activities. Santa Barbara's historic mission, distinctive architecture and fine dining attract visitors from around the world.

[More about Montecito/Santa Barbara](#)





MUSIC AT WESTMONT

In the face of uncertainty and innumerable challenges during the 2020-21 academic year, Westmont's Music Department safely produced a season full of beautiful melodies and memories. They released a recorded performance almost every Friday, including several by the Westmont College Choir, most notably the annual Christmas Festival and Gabriel Faure's "Requiem." The choir collaborated with the Westmont Orchestra on several pieces, with Daniel Gee conducting the choir while watching a video of Michael Shasberger conducting the orchestra as the choir sang along to the orchestra recording.

Recently, Westmont announced a new partnership with the Santa Barbara Symphony to provide music education programs to local school children. This alliance will help build artistic partnerships between the collegiate and professional musicians and create a pipeline to provide lifelong musical opportunities in the community.

Source: Westmont Magazine

Statement of Faith

Westmont College is a liberal arts college committed to Jesus Christ and belonging to the worldwide evangelical Protestant tradition. In that tradition, the college's trustees, administrators, and faculty participate in many different churches and with them confess such historic statements of the church as the Apostles' Creed and the Nicene Creed. In faithfulness to God, who is the source of truth, and under the authority of Scripture, we joyfully and humbly affirm the following articles of faith, which guide our learning, teaching, and living.

ARTICLES OF FAITH

We believe in God

- » The Lord our God alone is God, holy and loving, revealing in creation and in Jesus Christ God's own power and glory, grace and mercy. The Lord our God alone is God, just and true, perfect in being and trustworthy in action.
- » The Lord our God is infinite and beyond imagination; our minds can never fully know God nor our hearts completely grasp his ways. The Lord our God is faithful and steadfast, unfailing in word and deed.
- » The Lord our God is Triune-one being in three persons-Father, Son, and Holy Spirit in co-equal, co-eternal communion. The Lord our God, Creator and Sustainer of all that is, redeems the world from its fallenness and consummates his saving work in a new heaven and a new earth.

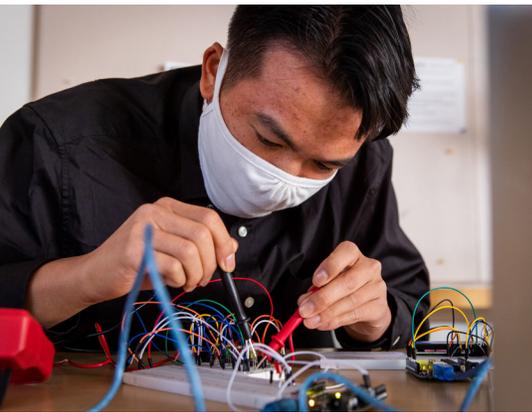
. . . the Father, Son, and Holy Spirit

- » God the Father is the source of all that is good. He is Father to his eternal Son, Jesus Christ, and to all who are adopted as his sons and daughters through faith in Jesus Christ. He has sovereignty over us, affection toward us, and glory for us.
- » God the Son became incarnate in Jesus Christ-one person in two natures, fully human and fully divine-who was conceived by the Holy Spirit and born of the virgin Mary. In his life and in his death on the cross he conquered the powers of darkness, paid the penalty for our sin, and demonstrated God's love for the world. In his bodily resurrection his life and death are vindicated, and he is revealed to be the only judge and redeemer of the world. He intercedes for us now before the Father and will return in glory.
- » God the Holy Spirit is Lord and Life-Giver, the one who empowered Jesus Christ and who empowers his people to continue God's work today. God the Holy Spirit convicts us of sin, brings us to faith in Jesus Christ, and conforms us to the image of Christ. The Spirit inspired the authors of Scripture and guides the church in faithful translation and interpretation. The Bible, consisting of the Old and New Testaments, is God-breathed and true, without error in all that it teaches; it is the supreme authority and only infallible guide for Christian faith and conduct-teaching, rebuking, and training us in righteousness.

. . . the Author of our salvation

- » God created humankind for unbroken relationship with God, one another, and the rest of creation. Through Adam's disobedience, we fell into sin and now suffer alienation and brokenness. The effects of sin are so pervasive that apart from God's grace we are lost and dead. Only by God's grace through faith in Jesus Christ are we saved and made alive.
- » In bringing us to faith in Jesus Christ, the Spirit incorporates us into the body of Christ, his church, the community of all believers in heaven and on earth. The church is called to bear witness to Christ among the nations by praising God, preaching the good news, discipling believers, healing the sick, serving the poor, setting free the oppressed, and caring for creation. The gifts and fruit of the Holy Spirit empower the church for this mission.
- » Jesus Christ will return one day in his glorified body to judge the living and the dead. Those who do not believe in him will be raised to suffer forever a just punishment. Those who believe in him will be transformed, their bodies raised imperishable and incorruptible, to live and reign with him forever in a new heaven and a new earth in which there will be all that is good and true and beautiful, but no sorrow, no tears, and no evil thing.

And so we pray: Come, Lord Jesus.



ENGINEERING AT WESTMONT

Westmont's [engineering program](#) continues to grow with the submission of plans for a [new 5,200-square-foot warehouse](#) and the arrival of Professor Dan Jensen in fall 2020, who directs the program.

Several generous donors have completely funded the proposed facility, which will cost less than \$2 million. In particular, the Fletcher Jones Foundation has given the college a \$475,000 grant.

Westmont launched its fully contained engineering program in fall 2019, blending a mix of courses in engineering, physics, mathematics and chemistry and grounding the program in the college's liberal arts tradition. The program has experienced high interest with enrollment surpassing expectations.

The engineering department works to secure internships and apprenticeships with local businesses to serve the greater needs of the Santa Barbara region and provide valuable experiences for students.

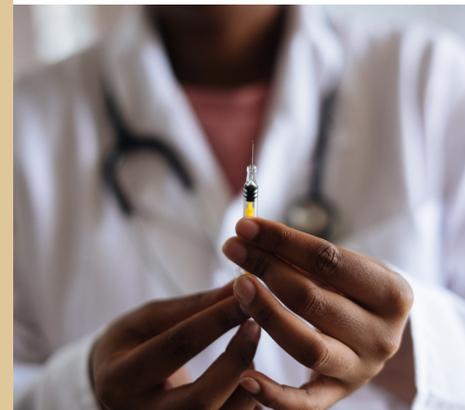
Source: Westmont Magazine

WESTMONT CREATES REGION'S ONLY ACCELERATED NURSING PROGRAM

Westmont will launch its [new Accelerated Bachelor of Science in Nursing program](#) in January 2022 pending approval from the California Board of Registered Nurses. Working in partnership with Cottage Health, the college seeks to address the critical need for nurses. "We'll graduate highly sought-after nurses who've benefited from the breadth of our liberal arts education and grown in all areas of their lives, developing key qualities such as compassion and empathy," says President Gayle D. Beebe.

The strategic partnership with Cottage Health, a system of hospitals and clinics serving the Central Coast, will provide state-of-the-art clinical training for Westmont students. The connection will also help place Westmont graduates in well-paid, meaningful positions. Ron Werft, president and CEO of Cottage Health, spoke about the new program at Westmont's 2021 Commencement, where he received the Westmont Medal, given to people who make significant contributions to the Santa Barbara community. The college has purchased a building in downtown Santa Barbara and is renovating the first floor for the nursing program.

Source: Westmont Magazine





Anticipated Search Calendar

The Interview Committee anticipates interviewing the top four assistant vice president for human resources candidates in late August to early September 2021.

SEARCH & SELECTION PROCESS

Westmont's vice president for finance is charged with vetting candidates for this position with assistance from Jeff Davis of J. Davis & Associates. JDA will explore a broad network to suggest potential candidates. This thorough search will include consideration of many names and subsequent review of resumes. When appropriate, candidates will be asked to provide a thorough vocational history, respond to a questionnaire, and to have a video interview with Jeff Davis. Those holding the most promise will then be interviewed in person by the Interview Committee. Next, references and backgrounds will be checked, degrees verified, and an extensive candidate profile will be prepared for the committee. When a preferred candidate is identified, the candidate (and spouse, if applicable) will participate in a final interview as well as meet the Westmont staff and leadership team.

J. Davis & Associates is an executive search consulting firm devoted to serving clients in the church, Christian non-profit and educational sectors. As a faith-based religious institution, our client complies with all applicable laws pertaining to nondiscrimination on the basis of race, color, national origin, sex, age, disability, and any other applicable legally protected category. As a religious institution, our client has the right to, and does, require that its employees hold beliefs consistent with its Statement of Faith and conduct themselves in a manner consistent with its religious beliefs.

CONTACT

Jeff Davis, *Chief Dot Connector*
jeff@jdavisassociates.com
714.420.5600