



## **Office of the Vice President for Human Resources and Chief Human Resources Officer Information for Administrative Fellow Applications 2023-2024**

Jennifer Wilkes was named the Vice President for Human Resources and Chief Human Resources Officer effective October 1, 2022, after serving in an interim capacity since February 1, 2022. Jennifer has worked for Penn State for over 20 years, and she has extensive experience in human resources and employee relations.

Jennifer oversees a budget of \$25 million and more than 210 human resources staff members who serve the University's 37,000 full- and part-time employees across 24 campuses, excluding Penn State Health. Jennifer is responsible for all University-wide HR strategy, policies, and practices. She leads HR's efforts in the areas of recruitment, compensation, labor and employee relations, benefits, and talent management, and she manages risk and compliance, change management, and performance management for the University.

HR supports each employee's journey at Penn State, from recruitment to retirement, with a vision to cultivate an environment where the most engaged and diverse workforce in higher education thrives. HR's structure is composed of centralized teams and unit-based strategic partners and consultants serving academic units, administrative units, and campuses directly. HR's centralized teams include Labor & Employee Relations, Benefits, Diversity, Equity, Inclusion & Belonging, Administration, and Operations. HR Administration includes Communications and Administrative Support, and HR Operations is divided into Operational Excellence and IT, Talent Acquisition, Shared Services, Talent Management, and Compensation.

Jennifer serves as a member of the President's leadership team and works closely with senior leadership to foster strategic collaborations and build partnerships across all areas of the University. Jennifer often presents to the Board of Trustees and works with the Board's Committee on Equity and Human Resources (EQHR) to promote diversity and equity goals.

An Administrative Fellow in the Office of the Vice President for Human Resources would gain insight into HR strategic planning and how the team works to create innovative solutions to attract, develop, engage, and retain a diverse workforce. The Fellow will be an active contributor to numerous projects and a strategic thought partner to the Vice President. The Fellow will have the opportunity to accompany the Vice President to meetings and other commitments, and they will engage with other members of the HR Leadership Team to understand each area's contributions and how each team drives HR's mission and vision.