



Job Description



The Organization: Ad Astra Information Systems

Position: Vice President, People and Culture

Reports To: Chief Executive Officer

Location: Overland Park, KS

The Organization:

[Ad Astra Information Systems](#) is a leading provider of academic scheduling and resource optimization software for higher education institutions. For more than 25 years, Ad Astra has partnered with colleges and universities to improve student outcomes by helping institutions align academic planning, course scheduling, and facility usage with student demand. Through data-driven insights and innovative technology, Ad Astra empowers institutions to increase efficiency, optimize resources, and support student success.

The Opportunity:

The **Vice President, People and Culture** leads the organizational people strategy and oversees all aspects of the human resources function, including payroll and office operations. Reporting to the CEO, this role partners closely with leadership to ensure the company attracts, develops, and retains strong talent while fostering a positive, high-performing culture.

The Vice President, People and Culture will inspire a small team responsible for creating a compelling people experience and oversee the full range of people practices - from talent acquisition, workforce planning, leadership and professional development, performance management, engagement, payroll administration, and workplace operations. This role serves as a trusted advisor to leadership on people strategy, organizational effectiveness, and culture while ensuring HR practices support the organization's growth and business goals.

A key responsibility of this role is managing the organization's overall investment in people. This includes developing and overseeing a thoughtful total compensation strategy that balances competitiveness, internal equity, performance, and responsible financial stewardship.

This leader will also play a key role in supporting organizational change and business initiatives, by helping to integrate teams, align culture, and deliver results.

The ideal candidate brings both strategic thinking and practical HR leadership, helping leaders navigate people challenges while building programs and processes that strengthen the organization over time.



Essential Functions:

People Strategy & Leadership

- Partner with the CEO and leadership team to align people strategy with business goals and organizational growth.
- Identify workforce needs and develop plans that build organizational capability while managing overall people-related costs.
- Serve as a trusted advisor to leadership on talent selection, organizational development, team effectiveness, and people-related challenges.

Culture and Team Member Experience

- Champion a positive culture where team members feel valued and engaged.
- Lead initiatives that support engagement, recognition, and team member well-being.
- Ensure company values are reflected in people practices and leadership behaviors.

HR Leadership and Operation

- Lead and develop the People and Culture team and oversee day-to-day human resources operations.
- Partner with leaders on employee relations, performance management, and team development.
- Oversee HR policies, processes, and systems to ensure efficiency and scalability.

Talent & Workforce Planning

- Oversee recruiting strategies to attract and hire high-quality talent.
- Partner with leadership on workforce planning to align staffing levels with business needs and financial goals.
- Support leadership development and professional growth across the organization.
- Implement performance management practices that drive accountability and development.
- Develop strategies to retain and grow top talent.

Payroll, Benefits and Total Rewards

- Develop and manage the organization's total compensation strategy, including base pay, incentive programs, and benefits.
- Ensure compensation practices support the organization's ability to attract and retain talent while maintaining internal equity and financial sustainability.
- Partner with leadership to align compensation programs with performance, organizational goals, and market benchmarks.
- Conduct compensation benchmarking and monitor market trends to maintain competitive programs.
- Evaluate and manage the overall cost of compensation, benefits, and workforce programs.
- Oversee annual compensation review processes, including salary adjustments, incentive plans, and reward programs.
- Ensure compliance with employment laws, payroll regulations, and compensation related requirements.

Change Management and Organization Effectiveness

- Lead and support organizational change initiatives.
- Partner with leadership to align people practices during period of growth or strategic shifts.
- Provide HR leadership and support during mergers, acquisitions, or organizational integrations, including workforce alignment, cultural integration, and communication planning.



Office Operations

- Provide oversight for office management and workforce operations to support a productive and positive work environment.
- Ensure office systems, processes, and administrative support effectively serve team members and leadership.

Communication & Alignment

- Strengthen internal communication so team members feel connected to the organization's mission.
- Use data and feedback to inform workforce planning, engagement, and organizational effectiveness.
- Manage the People and Culture budget and evaluate the effectiveness and return on investment of people programs.

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Key Responsibilities:

- Bachelor's Degree required; advanced degree or HR certification preferred.
- 10-15 years of progress HR leadership experience
- Experience partnering with senior leadership on people strategy and workforce planning.
- Experience supporting organizational change initiatives.
- Strong experiencing developing and managing compensation and benefit programs.
- Broad HR expertise across talent acquisition, employee relations, compensations, benefits, payroll oversight, and compliance.
- Strong business acumen with the ability to balance people's needs and financial priorities.
- Demonstrated ability to lead teams and implement people initiatives that support business performance and growth.
- Strong communication, facilitation, and relationship-building skills.
- Ability to operate effectively in a fast-paced and evolving environment.

Additional Preferred Qualifications:

- Previous HR leadership experience in SaaS or technology firms
- Experience leveraging emerging AI-enabled tools.
- History of successful talent acquisition in the tech industry.



- Certification in HR management
Advanced degree in human resources or related field

How Performance is Measured for this Role:

- Improvement in team member engagement
- Attraction and retention of key talent and development of leaders
- Effective management of total rewards and overall workforce expenses
- Successful leadership in support of change management initiatives
Effectiveness as a trusted advisor to the CEO and leadership team on people-related strategy and decisions

About Cornerstone Executive Search

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