

Middlesex Community College
Director of Human Resources and Labor Relations
Manager 2, Full time, 12 months, Management Position

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

- Open To:** The Public
- Location:** Middlesex Community College
- Hours:** Full Time, 40 hours a week
- Salary:** \$84,000 – 100,000 approximate annual (depending on qualifications and experience) plus full state benefits
- Closing Date:** All applications must be received by Monday, July 6, 2015 no later than 4:00 pm.
- General Requirements:** A Master's degree in Human Resources Management, Public Administration, Business Administration, Higher Education Administration, Labor Relations or a field reasonably related field to the position's major duties together with at least five (5) years of professional human resources management experience, including not less than three (3) years in a supervisory capacity. Incumbents are required to have demonstrated professional competence in the following areas:
- Principles of human resource management;
 - Public and/or higher education administration;
 - Labor relations and contract administration;
 - Strong information technology literacy skills;
 - A demonstrated understanding of the community college mission, philosophy, and student population.
- Preferred Qualifications:** Law degree and experience in employment law.
- General Responsibilities:** The Director of Human Resources is responsible for effective management of human resources, labor relations/contract and grievance administration, HRIS, payroll and employee benefits, recruitment, selection and employment, wage and salary administration, performance appraisal management, employee development and training. Services also encompass general human resource management including advice and counsel to the college president and other members of the college administration on such matters as allocation and organization of human resources, classification, leaves of absence, reductions in force, and compliance with various other regulations affecting the management of human resources including but not limited to FMLA, ADA, FLSA, FOIA, OSHA, ethics, EEO/affirmative action. The Director is expected to maintain up-to-date knowledge of policies and procedures related to all areas of human resources and contract administration, as they pertain to classified and unclassified, full time and part time, permanent and temporary employees. S/he provides information, direction and guidance in the implementation of personnel procedures and administration of applicable collective bargaining agreements, and is the primary link between college management and staff in the system office concerning human resource and labor relations matters.
- Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.
- Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
- Application Instructions:** Send letter of intent, Board of Regents application (available at <http://mxcc.edu/jobs/>), resume, copies of undergraduate and graduate transcripts, and the names of and contact information for three references to the attention of:

Noreen Wilson / Human Resources
MIDDLESEX COMMUNITY COLLEGE
100 Training Hill Road
Middletown, CT 06457
Fax: 860-343-5870
Or email to: MX-HR-Recruitment@mxcc.comnet.edu

For more information about Middlesex Community College please visit our website, www.mxcc.edu

MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER, M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, amaslin@mxcc.edu; 860-343-5759; Queen Fordham, Secondary Title IX Coordinator, qfordham@mxcc.edu, 203-608-3011; or Mary Lou Phillips, Secondary Title IX Coordinator, mphillips@mxcc.edu.