



Department of
ADMINISTRATIVE SERVICES
Job Postings



**OFFICE OF HUMAN RESOURCES
SOUTHERN CONNECTICUT STATE UNIVERSITY
UNIVERSITY HUMAN RESOURCES ADMINISTRATOR**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Southern Connecticut State University
Job Posting No: MC16-001
Hours: 8:00 AM – 5:00 PM
Salary:
Closing Date: September 30, 2016

Eligibility Requirement: (Use whatever part of this paragraph is applicable to your job posting)

Reporting to the Chief Human Resources Officer, the University Human Resources Administrator manages and coordinates human resources functions and labor relations activities; interprets and administers pertinent statutes, collective bargaining agreements policies and regulations; oversees and manages the recruitment and employment of classified staff in accordance with Department of Administrative Services (DAS) guidelines and Collective Bargaining Agreements; oversees the process and provides guidance on the federal and state Family and Medical Leave Act (FMLA) and Workers' Compensation (WC); performs job analysis in support of classification requests; conducts investigations, may hear grievances; oversees the process for student employment; and supervises human resources staff.

A Bachelor's degree and five or more years of professional experience in human resource management. Demonstrated knowledge of employment laws and regulations and the principles and practices of sound human resources management. Demonstrated ability to interpret and effectively apply the terms and conditions of multiple collective bargaining agreements in concert with a variety of labor laws and regulations, experience in overseeing FMLA/WC, ability to provide advice to managers on various HR related issues, strong organizational skills and ability to manage multiple tasks. Experience working in a unionized environment. Experience in higher education and State of CT classified service preferred.

Substitution Allowed: Some of these qualifications may be waived for individuals with appropriate alternative experience.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and three professional references to:

Ms. LaKecia Anderson
Office of Human Resources
AndersonL8@southernct.edu

Please reference the title University Human Resources Administrator in the subject line

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.