



**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
JOB OPPORTUNITY**

HUMAN RESOURCES ASSOCIATE

Professional 3, Full-Time (40 hours/week), 12-month Management Position

August 24, 2015

ANTICIPATED

STARTING DATE: October 2015

MINIMUM

QUALIFICATIONS: A Bachelor's degree in human resources management, business, or a related field with three (3) to five (5) years of professional human resources experience. Incumbent must have demonstrated professional competence in the following areas: recruitment/employment, benefits administration, classification/compensation, personnel records management, and administrative support services. In addition, the incumbent must possess effective oral and written communication skills, excellent interpersonal and organizational skills, basic knowledge of relevant state and federal laws, statutes and regulations, and strong information technology literacy skills.

PREFERRED

QUALIFICATIONS: Preference will be given to candidates with experience in a unionized public sector environment and/or higher education, familiarity with Oracle/PeopleSoft HRMS (Core-CT), ability to read and interpret collective bargaining agreements, basic knowledge of payroll procedures and operations, and familiarity with equal opportunity principles and requirements.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES: Under the direction of the HR Director, the Human Resources Associate is expected to assist with the administration of the day-to-day operations of the human resources functions and duties, including but not limited to the administration of personnel policies and procedures, assisting with the recruitment and hiring process, creating employment contracts for faculty and staff, handling pre-employment background checks, conducting new hire orientations, reviewing benefit programs with employees, coordinating the performance evaluation process, maintaining personnel and training records, and performing other general administrative duties. The incumbent should be able to work independently, handle confidential and sensitive information, and become a liaison with college staff, the CSCU system, other state agencies, and the public.

SALARY RANGE: \$53,200 – \$85,100 approximate annual (commensurate with experience), plus excellent state health insurance, retirement, and related fringe benefits

APPLICATION

DEADLINE: September 14, 2015

TO APPLY, PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

Only complete application packages received by the closing date will be accepted for consideration. The final candidate will be required to successfully pass a background check.

- Letter of Intent
- Resume
- Names and contact information of three (3) professional references
- Typed Board of Regents Employment Application: <http://www.nwcc.edu/about-nccc/human-resources/employee-forms>
- Unofficial Transcripts from each Degree-Granting Institution

You may email your application package to **NW-HumanResources@nwcc.edu**

Northwestern Connecticut 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, veteran status, sexual orientation, genetic information or criminal record. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Title IX and Section 504/ADA Coordinator (Phone: 860-738-6315, Email: RGonzalez@nwcc.edu), Northwestern Connecticut Community College, Park Place East, Winsted, CT 06098.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Northwestern Connecticut Community College is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.