

**Middlesex Community College**  
Director of Human Resources and Labor Relations  
Manager 2, Full-time, 12 month, 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:** \$73,400 – \$106,400 hiring range (depending on qualifications and experience) including a comprehensive benefits package (full state benefits, tuition waiver and twenty-two annual vacation days)
- Closing Date:** Applications must be received by closed of business (4 pm) on October 30, 2015.
- General Requirements:** A Bachelor'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 one (1) year 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.
- Preferred Requirements:** **SPECIAL CONSIDERATION AND PREFERENCE SHALL BE GIVEN TO CANDIDATES WHO HAVE THE FOLLOWING DEMONSTRATED EXPERIENCE, TRAINING AND EDUCATION:**
- State of Connecticut Human Resources and labor relations experience;
  - State of Connecticut Certificate in Human Resources Management Program;
  - Knowledge of State of Connecticut regulations and laws;
  - Human Resources experience in a higher education setting;
  - Master's degree in a relevant field.
- 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, or who possess a degree in a related field, 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.
- 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 transcripts, and the names of three references to:

**Human Resources**  
**MIDDLESEX COMMUNITY COLLEGE**  
**100 Training Hill Road**  
**Middletown, CT 06457**  
**Fax: 860-343-5870**  
**Or email to: [MX-HR-Recruitment@mxcc.commnet.edu](mailto:MX-HR-Recruitment@mxcc.commnet.edu)**

For more information about Middlesex Community College please visit our website, [www.mxcc.commnet.edu](http://www.mxcc.commnet.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](mailto:amaslin@mxcc.edu), 860-343-5759 or Queen Fordham, Secondary Title IX Coordinator, [qfordham@mxcc.edu](mailto:qfordham@mxcc.edu), 203-608-3011.