

HOUSATONIC COMMUNITY COLLEGE

JOB OPPORTUNITY

HUMAN RESOURCES ASSOCIATE

Community College Administrator 1

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

Open To: Public
Location: Housatonic Community College, Bridgeport, CT
Job Posting No: 48862
Hours: 40 hours per week
Salary: \$55,499 approximate annual salary, full benefits package.
Anticipated Start Date: October 5, 2012
Closing Date: September 4, 2012

MINIMUM QUALIFICATIONS: Bachelor's degree in Human Resources (HR) or closely related field and at least two years of professional level HR experience, with responsibility for Affirmative Action and recruitment functions. Sound knowledge and abilities in: HR management systems; training and development; employee confidentiality; conflict and grievance resolution processes; and counseling and investigation related to Affirmative Action issues. Applicants must possess: excellent oral and written skills, including computer knowledge, to review personnel statistics in order to monitor compliance; excellent interpersonal skills; and supervisory skills. Experience with PeopleSoft and Core-CT software programs.

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: The Human Resources Associate is responsible for Affirmative Action and recruitment functions; training and development; implementation and maintenance of personnel record keeping and human resources information systems. S/he is also required to participate in commencement and convocation activities as well as special college meetings. Some evenings and weekend work hours may be required.

APPLICATION INSTRUCTIONS: Interested and qualified candidates must submit a **letter of interest, current resume** and **completed (typed) Connecticut Community College Employment Application*** to:

Human Resources Department
Human Resources Associate Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

NO FAXES PLEASE

E-mail: ho-humanresources@hcc.commnet.edu (8 PAGES OR LESS)

INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.

*Available online at http://www.hcc.commnet.edu/HR/apps/State_App_Unclass_EEO.doc. Application must be completed in its entirety; references to resume or CV are not acceptable.

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.