

REPOSTING



MIDDLESEX COMMUNITY COLLEGE JOB OPPORTUNITY

Founded in 1966, Middlesex Community College (mxcc.edu) is part of the Connecticut State Colleges and Universities System. In all it does, Middlesex Community College strives to be the college of its community. By providing high quality, affordable, and accessible education to a diverse population, the college enhances the strengths of individuals through degree, certificate, and lifelong learning programs that lead to university transfer, employment, and an enriched awareness of our shared responsibilities as global citizens. MxCC, recently named a "Great College to Work For" by The Chronicle of Higher Education, offers more than 50 degree or certificate programs at the main 38-acre campus in Middletown, the downtown Meriden Center, and online.

POSITION DETAILS:	Director of Human Resources and Labor Relations Manager 2, Full-time, 12 month, Management Position
ANTICIPATED SALARY RANGE:	\$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)
APPLICATION DEADLINE:	October 30, 2015
ANTICIPATED STARTING DATE:	December 2015
MINIMUM QUALIFICATIONS:	<p>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:</p> <ul style="list-style-type: none">· Principles of human resource management;· Public and/or higher education administration;· Labor relations and contract administration;· Strong information technology literacy skills. <p>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.</p> <p>SPECIAL CONSIDERATION AND PREFERENCE SHALL BE GIVEN TO CANDIDATES WHO HAVE THE FOLLOWING DEMONSTRATED EXPERIENCE, TRAINING AND EDUCATION:</p> <ul style="list-style-type: none">· 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.
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.
APPLICATION PROCEDURE:	Send letter of intent, resume, BOR Application, and the contact information for three professional references to: Human Resources & Labor Relations Middlesex Community College 100 Training Hill Road Middletown, CT 06457 Attn: Noreen Wilson Or email at MX-HR-Recruitment@mxcc.commnet.edu or fax (860) 343-5870

For more information about Middlesex Community College, please visit our website at 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 or Queen Fordham, Secondary Title IX Coordinator, qfordham@mxcc.edu, 203-608-3011.