



## POSITION VACANCY ANNOUNCEMENT

**DATE:** April 13, 2020

**CURRENT TITLE:** Dean of Human Resources

**Upon the retirement of the current Dean of Planning and Public Affairs, the Dean of HR will assume those functions and hold the title of Dean of Human Resources, Planning and Public Affairs**

**SALARY LEVEL:** Consistent with MCCS Confidential Salary Level 6

**RESPONSIBILITIES:** The Dean of Human Resources is a confidential position reporting directly to the College President. The Dean will have a working knowledge of human resource management, employment law, compensation and employee relations, the ability to work independently, plan ahead and make judgment calls when appropriate; knowledge and understanding of collective bargaining agreements. Understanding of organizational structures, experience with independent decision making, and bargaining unit environments. Excellent oral and written communication skills. Excellent interpersonal and coaching skills. Computer skills in Microsoft Windows environment, including Excel and skills in database management and record keeping. Ability to relate easily with a range of people. Ability to address issues in a confidential manner. Excellent organizational skills. This position will assume the responsibilities of planning and public affairs.

**QUALIFICATIONS:** Master's Degree preferred.

**APPLICATION PROCEDURE:** Consideration will begin immediately and continue until the position is filled. However, in order to receive full consideration, please send a completed CMCC employment application available at [www.cmcc.edu](http://www.cmcc.edu), a cover letter, resume and college transcripts (official preferred), to:

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