



Director of Human Resources

Date: November 13, 2020

Title of Position: Director of Human Resources

Bargaining Unit/Salary Range: Confidential Level 3

SUMMARY

Central Maine Community College seeks a Director of Human Resources reporting to the Dean of Finance and General Services. Previous experience and knowledge of policies and practices of personnel administration, worker's compensation laws and procedures, and applicable state/federal laws governing human resources and employee rights is required. Must have a proven ability to work independently, with strong attention to detail, strong computer/technology skills, and superb organizational skills. Experience working in a collective bargaining agreement environment and with the development of employee training/professional development programs and new employee orientation/onboarding is highly desirable.

QUALIFICATIONS

At minimum, the successful candidate will have a bachelor's degree in a related field or 5 years of directly related professional work experience in Human Resources.

PREFERRED QUALIFICATIONS

Professional in Human Resources (PHR) or SHRM Certified Professional (SHRM-CP) certifications.

APPLICATION PROCESS

Consideration will begin December 2, 2020, and continue until the position is filled. However, in order to receive full consideration, please send a completed employment application available at www.cmcc.edu, a cover letter and resume to:

Todd Crossley- (207) 755-5434
tcrossley@cmcc.edu
Central Maine Community College
1250 Turner Street
Auburn, ME 04210

To enrich education through diversity, Central Maine Community College is an Equal Opportunity Affirmative Action Employer. For more information, please call (207) 755-5396.