



## Director of Human Resources

**Date: May 6, 2022**

**Title of Position: Director of Human Resources**

**Bargaining Unit/Salary Range: Confidential Level 3 – mid-60's.**

### **SUMMARY**

Central Maine Community College seeks a Director of Human Resources reporting to the Dean of Finance and General Services. CMCC is a dynamic, fast-paced institution with over 200 employees that enrolls an estimated 3,000 student annually. Successful candidates are required to have previous experience and knowledge of policies and practices of personnel administration, hiring processes, worker's compensation laws and procedures, and applicable state/federal laws governing human resources and employee rights. 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. This position supervises the Payroll Coordinator & HR Assistant.

### **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. Proof of up-to-date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

### **PREFERRED QUALIFICATIONS**

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

### **APPLICATION PROCESS**

Consideration will begin May 23, 2022, and continue until the position is filled. Please send a completed employment application available at [www.cmcc.edu](http://www.cmcc.edu), a cover letter and resume to:

Human Resources Department  
Central Maine Community College  
1250 Turner Street  
Auburn, ME 04210  
[jobs@cmcc.edu](mailto:jobs@cmcc.edu)

Central Maine Community College is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request. For more information, please contact (207) 755-5396.