



Director of Human Resources

Date: May 6, 2022

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. 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.

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, a cover letter and resume to:

Kris Cary-Sanborn, Payroll Coordinator & HR Assistant
Central Maine Community College
1250 Turner Street
Auburn, ME 04210
Kcary-sanborn@cmcc.edu

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