



Director of Human Resources

Date: September 13, 2022

Title of Position: Director of Human Resources

Bargaining Unit/Salary Range: Confidential Level 3 with an annual salary of \$68,204

SUMMARY

Central Maine Community College seeks a Director of Human Resources who is the primary contact responsible for all human resources functions. The Director has oversight for employee hiring, onboarding and retention; labor relations and benefits; employee engagement; employee training/professional development programs; maintaining personnel files; and developing and monitoring HR budget. The director will build a network of collaborative relationships and partnerships across the College, serving as a trusted advisor and resource to faculty and staff. This position reports to the Dean of Finance & General Services and supervises the Payroll Coordinator/HR Assistant.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field or five years professional work experience in human resources.
- Knowledge of policies and practices of personnel administration, workers' compensation laws and procedures, and laws governing human resources and employee rights.
- Ability to effectively manage personnel issues with the upmost confidentiality.
- Ability to interpret and follow collective bargaining agreements.
- Ability to work independently, with strong attention to detail, computer/technology skills and organizational skills.
- One year of supervisory experience.
- Proof of up-to-date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

PREFERRED QUALIFICATIONS

- Master's degree in related field
- Professional in Human Resources (PHR) or SHRM Certified Professional (SHRM-CP) certifications.

APPLICATION PROCESS

Consideration will begin September 27, 2022 and continue until the position is filled. Please postal mail or e-mail a completed employment application available at www.cmcc.edu, a cover letter addressing the above listed qualifications and resume to:

Human Resources Department
Central Maine Community College
1250 Turner Street, Auburn, ME 04210
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.