



## Director of Human Resources

**Date:** January 4, 2023

**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 January 19, 2023 and continue until the position is filled. Please postal mail or e-mail a completed employment application available at [www.cmcc.edu](http://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](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.