



POSTED: June 27, 2022

Part-time Director of Human Resources **\$48 Per Hour**

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

As a member of the President's Cabinet, the Director of Human Resources offers advice and counsel on the human resources implications of institutional decisions. The individual in this role manages and administers policies and programs that cover professional development/training, health and welfare benefits, compensation, employee and labor relations, and recruitment and employment (including performance management and evaluations) in support of achieving the College's strategic goals and plans. The Director is responsible for ensuring compliance with federal and state regulations governing personnel. This is a professional, twelve-month position with a work week of approximately 20 hours. Some evening and weekend work may be required.

Responsibilities include:

- Develops, implements, and manages effective staffing plans, strategies, and programs, utilizing external and internal resources as appropriate, to identify quality candidates for hire and promotion for all levels of positions within the organization.
- Administers collective bargaining agreements and handles all labor relations issues, including grievances, on behalf of the college; administers compensation programs for all college staff according to contractual agreements and college policy.
- Effectively addresses employee relations concerns by establishing and maintaining credibility throughout the organization with management, faculty, and staff in order to be an effective listener and problem solver when personnel issues occur.
- Develop and maintain an active Affirmative Action Program. Serve as Affirmative Action Officer. Handle complaints on discrimination and harassment.
- Provides guidance for all searches for new employees in cooperation with senior leadership and department leaders.

- Develops, implements, updates, manages, and communicates HR policies, procedures, and directives; maintains knowledge of current trends in the HR field, within higher education in particular.
- Explore and develop professional development opportunities in collaboration with the College's Professional Development Committee.
- Maintains up-to-date and approved job descriptions for all College positions.
- Works with College management to support employee success, address and rectify performance concerns. Manages performance appraisal processes
- Participates in short- and long-range planning as it affects personnel and recommends organization designs to facilitate achievement of objectives.
- Provides support to and assists Human Resources Associate as needed.
- Chair/participate in assigned and ad hoc committees.
- Develops, administers, and manages the HR goals and budget
- Develops processes and systems to ensure compliance with federal, state, and local laws, statutes, and regulations.
- Acts as College liaison with County, SUNY, and State on personnel matters.
- Conducts institutional research and special projects in human resources as required. (SUNY and State Education Department information requests.)
- Performs other duties as assigned by the President of the College.

Minimum Qualifications:

Requires a minimum of 5 years of human resource management and labor relations experience; Bachelor's degree required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- In-depth and up-to-date knowledge of human resource practice, procedures, and employment law, in addition to union contract administration and negotiations
- Knowledge of and skill in the design and delivery of training programs and presentations
- Strong verbal, quantitative and interpersonal skills to effectively deal with complex management problems and communicate with employees at all levels inside and outside the college

To apply:

The search will remain open until the position is filled. Please submit a letter of application, resume, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary