



Monroe Community College, a member of the League for Innovation in the Community College, invites applications for the following full time position:

Assistant Director - Human Resources; Recruitment, Retention, and Professional Development

Function of Position:

The Assistant Director's primary responsibilities will include recruitment and retention of professional employees with special emphasis on workforce diversity and inclusiveness. This position will support employee relations and other human resource functions such as professional development and information systems which will require interfacing with all levels of the administrative, professional, and classified staff.

Examples of Duties & Responsibilities:

The Assistant Director will have a commitment to the philosophy and mission of the community college and the values of Monroe Community College. This individual will have strong collaboration skills to build relationships with departments across the College to advance diverse hiring. This individual will work to advance a College culture that promotes retention, success and professional development. The Assistant Director will also demonstrate effective oral and written communication skills along with engaged listening skills.

Required Qualifications:

- Master's degree required in a related field such as Human Resources, Public Education, General Administration.
- Minimum of 5 years work experience in a leadership, administrative or management role required.
- Strong verbal and written communication skills necessary.

Preferred Qualifications:

- HR certifications and experience in higher education environment.
- Background and experience in working with Information Management systems preferred; demonstrated knowledge of computer applications and preparation of reports including spreadsheets.
- Ability to develop and implement programs successfully to a wide range of employee classifications.
- Excellent organization and managerial skills with the ability to assess supervise and provide progressive leadership to the Human Resources Department.
- Demonstrated commitment to and success in advancing diversity and inclusion.

Monroe Community College is a unit of the State University of New York. It is the policy of the University and this College not to discriminate on the basis of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status in admissions, employment, and treatment of students and employees in any educational program or activity administered by any of its units. To review special instructions and apply, please visit: <https://jobs.monroecc.edu>. Please submit all requested documents by, August 1, 2010.

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