

Full-Time Executive Director of Human Resources: Administration and Finance; Monday – Friday, 8:00AM – 4:00PM; 37.5 hours per week; Non-Unit Professional

Reports to: COO/CFO

POSITION:

Position Summary: The Executive Director of Human Resources is a knowledgeable and innovative human resources professional who will provide comprehensive, strengths-based leadership to the College on all human resources matters. They will strategically develop and implement models of exceptional human resource services to support all employees. Through a comprehensive vision of the Human Resources Office, supports change management, process improvements, leadership development, and greater efficiency and effectiveness for the organization. Commits to providing high quality, inclusive service; maintains a high level of professionalism and respect at all times; promotes a culture of engagement with and respect for our diverse workgroup. They act as an advisor to the administration in all phases of labor relations, and assist in the development, administration and monitoring of all activities related to the College's EEO/Affirmative Action Plan

SALARY:

Anticipated starting salary range is \$95,000.00 - \$105,000.00 annually with complete fringe benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

ANTICIPATED START DATE: *As soon as possible*

RESPONSIBILITIES; Responsibilities include, but are not limited to, the following:

- Lead a team of HR professionals, who work collaboratively to deliver human resource leadership and essential services that support the organization
- Develop and execute HR policies and programs, strategic resource planning, workforce and job development, recruitment and hiring, employee development, performance management, classification, compensation and benefits, employee and labor relations, collective bargaining, employee engagement and wellness, record keeping, compliance, and all other human resources related functions
- Build a human resources office culture that is student, faculty and staff focused
- Lead through the effective use of transparency, inclusion, respect, and consideration for others. Provide timely information to managers and employees to foster positive employee relations and to promote employee satisfaction and engagement
- Assumes responsibility for other duties as directed by the COO/CFO
- Participate in shared governance and collaborate on a variety of institutional issues including employee relations, HR administration, collective bargaining agreements and related HR topics
- Member of the President's Cabinet
- Provide human resources leadership in the development of the College's strategic plan and related program development with a particular focus on the impact on the college's workforce
- Other duties as assigned

THE COLLEGE: NECC serves about 5,000 credit students each semester on two campuses located in the beautiful, historic Merrimack Valley region of northeast Massachusetts. Our suburban Haverhill campus sits on 106 acres near Kenoza Lake, and features a Technology Center and an award-winning Student One-Stop Center. Our urban campus in Lawrence occupies a number of buildings in the heart of downtown. Most recently, we have constructed a new 44,000 square foot health technologies facility, the Dr. Ibrahim El-Hefni Allied Health & Technology Center. Both campuses are a short drive to Boston and to the beaches and state parks along the coast.

The college has been building an organizational culture that values initiative and innovation, and seeks to identify and develop the strengths in students, faculty, staff, and programs in order to grow and improve. NECC is also committed to using evidence to guide planning and decision-making. These values are reflected in the use of Appreciative Inquiry for strategic planning and accreditation; in our investment in strengths-based, institution-wide professional development; and in our ten-year involvement as a Leader College in Achieving the Dream, a national network of community colleges dedicated to using data to close student achievement gaps.

We are also committed to the recruitment and retention of a diverse workforce that reflects the communities we serve. With over 40% Hispanic students, NECC was the first federally recognized Hispanic Serving Institution (HSI) in New England.

We seek leaders who are committed to the community college mission, actively engaged in promoting diversity, and prepared to use their unique strengths and innovation with the goal of student success.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Human Resources Administration, Public Administration or closely related field
- At least seven (7) years of progressively responsible leadership experience and expertise in Human Resources, including collective bargaining in an educational or related environment with at least three (3) years as a senior level human resources professional
- Demonstrated cultural awareness, sensitivity, and competency through experience working with individuals of diverse identities
- Demonstrated interpersonal and communication skills which include the ability to communicate effectively both verbally and in writing; to establish positive public relations for the department; and to maintain a professional demeanor with employees, students and the public at all times
- Ability to learn, implement and communicate policies and procedures

PREFERRED QUALIFICATIONS:

- Post- Graduate or Master's degree in related field
- Previous experience working in a state higher education institution or agency
- Experience working with integrated software systems such as Ellucian BANNER and HRCMS is highly desirable
- Experience with strengths-based organizational development tools (e.g., StrengthsFinder, Appreciative Inquiry, etc.)
- Bilingual skills a plus

TO APPLY: To be considered for this position you must submit a cover letter & resume online at <http://necc.interviewexchange.com/candapply.jsp?JOBID=119913>

DEADLINE: January 31, 2020

POST#: 201285

Northern Essex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service and national origin and any other protected class in its education programs and activities as required by Title IX of the Educational Amendments of 1972, the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. The following person has been designated to handle inquiries regarding Americans with Disabilities Act, the Rehabilitation Act and related statutes and regulations, Affirmative Action, non-discrimination policies, and Title IX compliance/sexual harassment: Assistant Director of Human Resources, Elizabete Trelegan B-219, 978-556-3928/ etrelegan@necc.mass.edu. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action Officer/Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Prospective employees are encouraged to review the College's Annual Security Report (ASR), in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which can be found on the disclosure page of the College's website at: <http://www.necc.mass.edu/clery>