

Rich Mountain Community College

Position Description

Type Position:	Professional
College Title:	Director of Human Resources
OPM/Legislative Title:	Director of Human Services
Supervisor:	Vice President of Administration
Area:	Office of Administration

The Director of Human Resources (HRD), acting under the direction of the Vice President of Administration (VPA), coordinates and provides leadership for the College by formulating policy proposals, interpreting regulations, monitoring compliance, and for disseminating information on human resource policies and procedures for all employees. The HRD is responsible for providing leadership that promotes the growth and mission of the college through effective leadership and communication. The Director reports to the Vice President of Administration who evaluates the HRD annually. The HRD will have direct access to the President, especially as it concerns sensitive personnel matters. Specific duties include:

Leadership:

- Proactively monitor, review, recommend, develop, and implement human resource policies and procedures for the College.
- Study and assess benefit trends, recommend benefit programs to the President and Board, obtain and evaluate benefit contract bids, award benefit contracts after approval, and design and conduct educational programs on benefits to employees.
- Be the college expert on college, state, and federal policies, laws, and procedures that relate to employee governance, benefits, and practices.
- Advise the President and VPA of current and future Human Resource issues, needs, and concerns.
- Continually implement processes, procedures, and technology that will enhance and advance the College and Human Resource department.

Administration:

- Administer and manage all employee benefit packages, programs, vendor relationships, and cost. Serve as plan administrator with fiduciary responsibility. Represent the institution, with voting rights, for statewide benefit plans and have budgetary responsibility for benefits compliance with local, state and federal guidelines.
- Develop and maintain the Colleges' employee benefits program.
- Advise employees of benefits and services through varied communications including the maintaining of a benefits book and website.
- Ensure training and professional development for all employees in human resources areas such as sexual harassment, coaching job performance, FLSA, FMLA, and other state and federal mandated programs. Work with other departments and committees to assure that appropriate training is made available.

- Supervise activities and monitor compliance in the following areas: workers compensation, unemployment, performance evaluations, federal and state employee reporting, American Disabilities Act, employee handbooks and workshops, disciplining employees, concurrent employment, OSHA, Title IX, and affirmative action for all employees.
- Oversee and coordinate the search process for College recruitment, including advertising, compensation, classification, and offer of employment for full-time and part-time positions, both contract and noncontract, and ensure policies and procedures are followed. Serve as liaison and ex officio member to all search committees.
- Chair or serve as advisor to all grievance, compensation, benefit, sabbatical, and search committees or task groups.
- Provide leadership that establishes a model small rural community college Human Resources office.
- Prepare and maintain personnel and leave files for all College full-time and part-time personnel that are consistent with college, state, and federal requirements.
- Develop, implement, and conduct employee orientation and employee exit processes and procedures. This includes the responsibility for personally assisting the employee in completing all forms required for their files.
- Coordinate the College's annual Professional Review Process.

Fiscal Management:

- Coordinate, validate, and finalize all personnel contracts for administration, professional staff, instructional and adjunct faculty, and community service and workforce employees.
- Prepare and recommend to the President the annual budget for the College benefits and salaries.
- Manage, prepare, and recommend to the President the annual budget for the Human Resources department and employee searches.

Other:

- Perform all other duties relative to an HR professional as assigned by the President.

College Wide:

- Seek and implement activities, services and programs which assure that RMCC is a vibrant contributor to the quality of life of the Ouachita Mountain region.
- Treat all who choose to use the College's resources with dignity.
- Challenge all learners of the college community to maximize their potential.
- Implement systems whereby all learners are given the opportunity to accept the challenges and responsibilities for learning and growing as students and citizens.
- Promote and help develop a College environment of respect, dignity and cooperation where ideas, questioning and the continued pursuit of self-development are valued as a means toward learning and growth.

MINIMUM QUALIFICATIONS

- Bachelor Degree in Human Resource Management, or its equivalent.
- Minimum 3 years experience in Human Resource Management or equivalent with working knowledge of policies and procedures directly related to employee benefits and human resources.
- Experience and skills that demonstrate knowledge and ability to perform responsibilities successfully and ethically.
- Excellent interpersonal and communication skills (written and verbal) that promote positive understanding, ethics, thinking, and growth as it strengthens collegial working relationships and respectfulness for ideas, opinions, and others.
- Effective conflict management resolution skills.
- Experience that demonstrates knowledge and ability to provide visionary leadership and responsible management for human resources in a community college committed to learning as an institutional responsibility, and to student, colleague and community growth as a daily mission.
- Demonstrated commitment to the mission of the comprehensive community college and personalized service to students and other members of the college community.
- Experience with and commitment to institutional assessment and effectiveness strategies.
- Excellent organizational abilities and demonstrated ability to handle multiple tasks, work independently, and take initiatives.
- Demonstrated ability to work collaboratively with others.
- Superior people skills that promote and demonstrate an attitude of assistance, respect for inquiry, and caring.
- Demonstrated computer skills with knowledge of word processing, spreadsheet, database, and internet browser software. A commitment to embracing technology and technological changes for continued improvement of the college in meeting its mission.
- Demonstrated personal and professional integrity attributes and commitment.

Preferred Qualifications:

- PHR/SPHR Certification.
- Experience or background in an academic/higher education setting.
- Proven abilities in developing positive customer relations, internal and external.
- Demonstrated record of strong work and professional ethics.
- Experience living/working in a rural setting.
- History of good judgment and positive attitude.
- Desire to continue building a positive work environment.
- Ability to constructively relate to all areas of the college and its communities.
- Knowledge of web design (to help maintain HR webpage).

Interview-related information:

Applicants selected for interviews will prepare and present a simulated 15-20 minute segment of an orientation session for new employees to RMCC for the committee and invited guests.

Interview schedule will include:

- Brief session with VPA and President
- Formal interview w/selection committee
- Brief session with President's Staff
- Simulation session
- Campus tour (schedule permitting)

APPLICATION REQUIREMENTS:

- Letter of Interest
- Resume
- Contact information for five references
- Completed **RMCC application**
- **Unofficial Transcripts**
- A separate written statement addressing the applicant's qualifications with regard to the position requirements
- A separate written statement addressing the applicant's view of the role of the faculty, staff, and administration in a rural teaching and learning community college

Email/Mail/Fax application to:

Brenda Gillogly
Vice President of Administration
Rich Mountain Community College
1100 College Drive
Mena, AR 71953

Phone: 479.394.7622 x 1500

Fax: 479.394.2828

Email: bgillogly@rmcc.edu

www.rmcc.edu

Review of applications continues until position is filled. Salary is commensurate w exp.

RMCC is an equal opportunity employer.

Minorities and females are encouraged to apply. AA/DFW