



# Martin Community College

## Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

humanresources@martincc.edu

www.martincc.edu/jobs

### An Equal Opportunity Employer

*Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*

## Position Vacancy Announcement: Human Resources Director

<b>Position:</b>	<b>Human Resources Director (FT)</b>
<b>Job Summary:</b>	Under limited supervision, the Human Resources Director is responsible for the overall management of the human resources functions, including employment, compensation, benefit administration, employee relations, policy interpretation and compliance.
<b>Qualifications:</b>	<p>Required:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree with major course work in Human Resources or closely related field; combination of education and experience may be considered for qualified candidates</li> <li>• Minimum of five (5) years of increasingly responsible experience in Human Resources; experience in recruitment, benefit administration, employee relations</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Previous experience in higher education, specifically in the community college system</li> <li>• SHRM and/or HRCI certifications</li> </ul>
<b>Essential Job Functions:</b>	<ul style="list-style-type: none"> <li>• Serve as Title IX Coordinator, overseeing prompt investigation of complaints alleging sexual harassment, gender discrimination and related misconduct; review findings and proposed remedies, including interim measures necessary to address the harassment/discrimination, eliminate any hostile work environment, and prevent reoccurrence to ensure the College's compliance with Title IX</li> <li>• Responsible for the development and/or revision of human resources documents, policies, procedures, and forms; assist employees and administration with the interpretation and correct application of College policies, procedures, and rules</li> <li>• Coordinates and implements recruitment processes; coordinate position announcements and advertise for positions; screen resumes and applications and participate in the identification of qualified applicants; conduct employee background checks</li> <li>• Coordinate and provide employee orientations for new full-time and part-time employees; process verification of prior service and determine the longevity anniversary date for eligible employees</li> <li>• Enters and updates personnel information into the Colleague Datatel System and ensures accuracy</li> <li>• Manages the security and integrity of HR information, including personnel record-keeping, serving as custodian of full- and part-time personnel files</li> <li>• Coordinates the college's annual performance evaluation process</li> <li>• Responsible for managing FMLA and Workers' Compensation</li> <li>• Assist with the coordination of grievance to minimize and mediate workplace disputes, and to foster a positive and productive work environment</li> <li>• Conducts exit interviews with full-time employees who leave the service of the College; prepares payroll payout information; ensures all property has been returned to the college; communicates benefit termination to appropriate parties</li> <li>• Prepares and coordinates monthly, quarterly, and annual HR reporting (Staff Information/IPEDS/ Workers Compensation/Voluntary Shared Leave)</li> <li>• Completes verification of employment requests; administers unemployment claims</li> </ul>
<b>Salary Range:</b>	\$49,759 - \$74,639; based on experience
<b>Additional Information:</b>	None
<b>Benefits:</b>	State Health Plan Dental Insurance Vision Insurance Additional Supplemental Insurances NC Retirement Plan

	Leave (Vacation, Sick, FMLA, Civil and Military, Community Service, Education, and Voluntary Shared) Paid Holidays
<b>FLSA Status:</b>	Exempt
<b>Application Deadline:</b>	Position Available June 1, 2021 Applications accepted: Open Until Filled; preference given to those received by May 12, 2021

**SUBMISSION OF APPLICATION:**

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<http://www.martincc.edu/jobs>)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: [humanresources@martincc.edu](mailto:humanresources@martincc.edu) with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892