



OFFICE OF THE PRESIDENT
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Chief Human Resources Officer

The Maine Community College System (System) is seeking a full-time Chief Human Resources Officer. This is a confidential position that serves on the System President's Senior Management Team. This position is responsible for developing and executing the human resources approach of the System and its seven colleges. This position is responsible for leading and overseeing all human resource functions including but not limited to recruitment, orientation, training, benefits management, succession planning, compensation, unemployment, risk management, employee recognition and morale, compliance with state and federal laws, employee terminations, incident documentation and employee and labor relations. This position works with the state-wide union representatives and local shop stewards to develop and maintain effective professional relationships, conflict resolution, and administration of six collective bargaining agreements.

MINIMUM QUALIFICATIONS: Bachelor's degree with minimum 7-10 years of broad and substantial experience in employee and labor relations and/or human resource management required. Master's degree and experience in labor relations and human resource management in a public higher education institution, and experience working in or with a community college or university administration preferred.

KNOWLEDGE, SKILLS, AND ABILITIES (*include but not limited to the following*): Ability to develop excellent rapport with administration and faculty leaders, union leadership and effective at interacting with employees at all levels; working knowledge of regulations and state and federal laws, including equal opportunity and affirmative action; ability to exercise sound judgment in evaluating complex situations, identifying problems and making appropriate decisions and recommendations; experience working with and interpreting Collective Bargaining Agreements; excellent problem-solving and fact-finding abilities; experience investigating personnel complaints; proven record of excellent supervisory and human relation skills; excellent analytical skills; and excellent oral and written communication skills.

MCCS offers a full suite of benefits including health, dental, vision and life insurance, retirement savings, paid holidays, vacation, and sick time.

To apply, please submit a cover letter, a current resume, names, and contact information for three references, and a completed MCCS employment application (available at www.mccs.me.edu) by the close of business on **May 27, 2022**, to:

Chief Human Resources Officer Search
Maine Community College System
323 State Street
Augusta, Maine 04330 or email hr@mccs.me.edu.

Search will remain open until position is filled.

The Maine Community College System requires COVID-19 vaccination(s) consistent with the requirements of reasonable accommodation.

MCCS is an equal opportunity/affirmative action institution and employer. For more information about that commitment, please call the MCCS Affirmative Action Office, 629-4000.