

VERMONT TECH

POSITION ANNOUNCEMENT

- Position:** **Director of Human Resources**
Full-time, Exempt, VSC Grade 16
Non- Bargaining Unit
- Location:** Randolph Center campus
- Compensation:** Within the VSC Grade 16 salary range plus VSC Non Bargaining Unit (Administrator) benefits package.
- Responsibilities:** Design, develop, implement and maintain professional human resources functions at Vermont Technical College; oversee, administer and communicate human resources services and functions for Vermont Tech; to be advisory to the college and /or administer activities relating to payroll, classification and compensation, recruitment and hiring, training and development, workers' compensation, benefits administration, legal compliance, employee relations, labor relations, risk management, safety and security and other human resources functions.
- In coordination with the VSC, oversee, administer, maintain and communicate all aspects of human resources services and programs at Vermont Tech to include but not limited to: recruitment, onboarding, and all functions related to new employee hiring, and professional development. Serve as a member of the VSC Human Resource Council.
 - Work closely with VSC Human Resources and other college designees to maintain compliance and ensure consistent personnel and benefits practices in areas such as ADA/504, FMLA, FLSA, and Equal Opportunity.
 - Advise the President on hiring, compensation and other related functions. Review potential salary offers to ensure internal and external equity. Make recommendations regarding resource allocation, draft position descriptions and update existing descriptions as needed.
 - Prepare and maintain a wide range of polices , procedures and guidelines to ensure Vermont Tech's compliance with state and federal regulations, and statues, internal policies and collective bargaining contracts.

- Prepare and maintain databases, personnel files, staff employment contracts, reports and other confidential information.
- Administer College health/wellness programs and related budgets to insure equity and compliance with applicable VSC/College policies.
- Play an active role in employee relations, continuously research and plan for implementation of best practices, new processes and changes in keeping with workplace and higher education trends.
- Provide leadership and oversight over payroll administration, benefit programs, leave programs, unemployment claims and worker's compensation claims.
- Advise College community on policies and procedures related to benefits package administration and inform employees of plan features and changes.
- Serve as a member of the President's Senior Leadership Team and to provide consultation and leadership in developing and maintaining a respectful and professional culture that enables employees to perform in accordance with the College's goals and objectives.
- May serve as the College's Title IX or Policy 311 Coordinator.
- Develop and manage departmental annual budget and perform periodic cost analysis.
- Maintain communication with a variety of contacts and participate in affiliated groups to keep informed and to represent the interests of the College. Participate in system-wide related activities as requested.

Qualifications:

Master's degree in Business Administration or Human Resources, plus 6-10 years of experience in administration or personnel, or a combination of education and experience from which comparable knowledge and skills are acquired. The successful candidate will demonstrate excellent interpersonal skills and a strong work ethic. Related Human Resources certification a plus.

- Knowledge of laws, practices and systems related to Human Resources.
- Knowledge and experience with employee benefits administration.
- Knowledge and experience with compensation system administration.
- Experience in a collective bargaining environment critical.
- Excellent written and oral communication and training skills.
- Ability to balance a wide variety of responsibilities with a need to be responsive to many individuals and groups with immediate needs for information and assistance with personnel related requests.

- Working knowledge of office systems including Microsoft Office, Excel, etc.
- Possess management skills including budget management.
- Valid Vermont driver's license required; this position will require limited in state travel.

Starting Date: On or about July 1, 2017

Application Deadline: Applications will be reviewed until the position is filled. However, applications received after the first screening will be considered at the discretion of the college. **Incomplete application materials will not be considered.**

To Apply: Submit a **mandatory** Vermont Tech employment application with resume and cover letter to jobs@vtc.edu. Employment application is available on the VTC website: www.vtc.edu.

NOTE: All full-time and some part-time positions are subject to a fingerprint-supported criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other underrepresented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.