



## MAYLAND COMMUNITY COLLEGE Full-Time Position Available

### **Director of Personnel Services**

#### **College Description**

Mayland Community College is a small, comprehensive community college located in the Blue Ridge Mountains of western North Carolina. The College serves over 8,000 general education, vocational, and technical students each year through curriculum and continuing education classes. The College is one of the 58 institutions in the North Carolina Community College System and serves an area of approximately 50,000 persons. Total annual institutional FTE is 2,000.

#### **Job Description**

Under general supervision, administers policies and procedures regarding employment at the college; maintains employee records and statistics, employee benefits and retirement programs; develops and implements the career training for employees with the scope of policies and procedures and ensures that Mayland Community College's (MCC) personnel policies and procedures are in full compliance with state and federal employment law.

#### **QUALIFICATIONS**

*The successful candidate must possess the following: (Show these and related qualifications on application)*

#### **Minimum Qualifications**

- Bachelor's degree in human resources, business, organizational development or related field
- Five years of experience in personnel/human resources administration
- Verifiable working knowledge of Affirmative Action programs, the Fair Labor Standards Act, the Americans with Disabilities Act, OSHA Regulations and mediation skills.
- Effective working knowledge of personal computers, including Microsoft Office Suite, internet and e-mail services
- Ability to deal tactfully and courteously with members of the Board of Trustees, college staff, students, and with the general public
- Excellent interpersonal, organizational, and communication skills
- Ability to maintain effective working relationships with other employees
- Considerable discretion in the handling of confidential information and sensitive materials
- Commitment to learning the philosophy of this Learning College

#### **Preferred Qualifications**

- Personnel/HR Administration experience with the NC Community College System or other state agency

#### **RECRUITMENT, SELECTION and SALARY RANGE**

The process for the recruitment and selection of the successful candidate will be based on the College's Affirmative Action Policy adopted by the Board of Trustees. The salary range is based on the institutional salary plan.

#### **APPLICATION DEADLINE: Thursday, December 22, 2011 or Open Until Filled**

Screening of applicants for the position will begin after the deadline date with the position remaining open until a suitable candidate is selected. *Applicants applying after the deadline cannot be guaranteed consideration.*

#### **APPLICATION PROCESS**

##### **To help make your application file complete, please submit the following:**

- (1) Official transcripts from accredited institutions (*all post-secondary institutions*)
- (2) A completed MCC application. **A resume will not be accepted in lieu of the MCC application.**

*Persons employed with Mayland Community College must successfully complete a probationary period for continued employment*

Jennifer Isaacs, Director of Personnel Services  
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**MCC is an Equal Employment Opportunity Employer. All minorities are encouraged to apply.**