



State University of New York
ERIE COMMUNITY COLLEGE

Announcement of Professional Vacancy

#860-01-10-2008

October 17, 2008

ASSISTANT DIRECTOR OF HUMAN RESOURCES

(SES)

HUMAN RESOURCES DEPARTMENT FULL-TIME SALARY RANGE - \$50,000 - \$55,000

DESCRIPTION: The work involves assisting in the implementation and coordination of the Human Resources Department at Erie Community College. The incumbent is responsible for assisting in the review, amendment, if necessary, the implementation of Human Resources policies and procedures. The incumbent will provide assistance as assigned by the Director of Human Resources. Supervision is exercised over an administrative and clerical staff. Does related work as required.

REQUIREMENTS: Thorough knowledge of the principles, practices and techniques of human resource management as related to the operation of a comprehensive community college with emphasis on employee recruitment, selection and placement, labor and employee relations, position classification, salary administration and personnel policy formation; good knowledge of labor and employee relations principles and techniques; ability to develop, implement and coordinate a public personnel program; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; excellent analytical skills; ability to work well with professional, technical, administrative and clerical staff and to promote harmonious relationships; tact; dependability; patience; diplomacy; sound judgment; must be physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited registered college or university with a Bachelor's degree; Master's degree preferred and six (6) years of supervisory experience in personnel management or finance and experience in Human Resources automated information systems.

Send cover letter referencing Job #860-01, resume, ECC Application, unofficial transcripts by: November 15, 2008

(Official transcripts required prior to employment)

Human Resources Representative

716-851-1840

Mail to: HUMAN RESOURCES
ERIE COMMUNITY COLLEGE
4041 SOUTHWESTERN BOULEVARD
ORCHARD PARK, NY 14127-2199

Erie Community College is an Equal Opportunity Employer. Women, members of minority groups, persons with disabilities, and Veterans are encouraged to apply.