

Please Note: If you are applying for more than one position, please submit a separate, complete application packet for each position.



INTENT TO EMPLOY

Posting Date: January 20, 2021

Position: Director of Human Resources

Minimum Qualifications:

1. Bachelor's degree in Human Resources, Business, Organizational Development or related field **required**.
2. A minimum of three (3) years of full-time administrative experience in Human Resources **required**.

Primary Purpose:

This position is responsible for leading and directing the personnel functions of the college, to include recruiting, hiring, and onboarding, employee development and employee relations. The Director of Human Resources receives general supervision from the President. The employee will:

Job Functions:

1. Direct the personnel functions of the college, including supervising and advising personnel within the office.
2. Ensure college's personnel policies, procedures, and practices comply with applicable laws and regulations.
3. Guide administrative and employee actions by researching, developing, writing, and updating policies, procedures, and practices, communicating, and enforcing the same in an effective and equitable manner.
4. Direct internal employee training programs that address college training needs, including new employee onboarding/orientation and professional development.
5. Direct and advise the president on the college's benefits program.
6. Prepare written communication and reports as required by both internal and external entities.
7. Ensure the college's employment program is equitable and competitive to attract, retain, and develop qualified individuals.
8. Develop and implement an effective employee evaluation system.
9. Represent the college at community or other external events.
10. Update job knowledge by practicing in conferences and educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.
11. Perform related work as may be required or assigned by the President.
12. Serve on committees as assigned.

Salary: \$70,322.00 to \$105,169.00 based on ACCS Board of Trustees Salary Schedule C-2 and experience.

Application Deadline: 4:30 p.m., February 3, 2021

Application Procedure: A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position.
2. Current resume.
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources) Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-8598
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding.

Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

EQUAL OPPORTUNITY EMPLOYER