



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Human Resources Director
FULL-TIME/PART-TIME	Full Time
FLSA EXEMPT POSITION:	Yes
POSTED:	05/15/23
START DATE:	Negotiable
LOCATION:	On campus
SUPERVISOR:	President & CEO

Summary:

Mesalands Community College is seeking a full-time Human Resources (HR) Director who is responsible for the development of all Human Resource functions. The HR Director is responsible for the recruitment, selection, and onboarding of all new employees, performance management and training for all employees, policy development and implementation, employee relations and recognition, OSHA safety training, workers compensation and reporting.

Duties:

1. Develop and execute strategies to attract, maintain, retain and compensate talent.
2. Ensure compliance with all applicable Federal and State laws.
3. Retirement/benefits selection and implementation.
4. Oversee the administration of all HR records and employee files including background checks, drug testing, and proof of employment procedures.
5. Develop a strategy for employee training and professional development.
6. Research, develop, write, and update HR policies, procedure, and guidelines.
7. Oversee and execute investigations, reporting, and compliance relating to employee complaints and accidents.
8. Oversees all aspects of Safety Training, OSHA compliance, and reporting.
9. Ensures the company safety committee is meeting the needs of the organization.
10. Develop a safety training program and ensure employee training and compliance.
11. Develops procedures for tracking and addressing employee attendance issues.
12. Create a training program and ensures all supervisors and managers are trained in the area of applicable regulatory requirements such as harassment prevention and disciplinary processes.
13. Develops strategies for conflict resolution and litigation avoidance to mitigate risk to the organization and employees.
14. Perform other duties as necessary and assigned by CEO.

Qualifications:

Minimum Qualifications: The successful candidate must meet the following criteria:

- Bachelor's degree in Human Resources Management or a related field, or a minimum of 3 years' experience in a Human Resources leadership capacity.
- Working knowledge of all applicable Federal and State laws.
- Excellent written and verbal skills
- Ability to prioritize.
- Capable of making decisions under stressful conditions.
- Ability to work well under pressure and meet multiple deadlines.
- The successful candidate must possess professionalism and exemplary communication and presentation skills.
- The successful candidate must, not only understand, but fully embrace the comprehensive community college mission and must have experience with a diverse population of employees including under-represented demographics.
- The successful candidate must contribute to the positive spirit of MCC through an engaging, fun, and welcoming demeanor with students, colleagues, staff, and the community

Preferred Qualifications:

- Ability to maintain confidentiality with sensitive information.
- Integrity, enthusiasm, flexibility, and strong work ethic.
- Strong skills in communication, writing, and organizing.
- Preference to candidates who are fluently bilingual in English and Spanish.
- Reliable, dependable, and ability to work well with a diverse group of individuals.
- Professional and courteous demeanor with all employees, partners, and donors.
- Ability to work well under pressure and meet multiple deadlines.

Language skills:

Strong verbal, written, and interpersonal skills a must. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure manuals. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Technology skills: Computer Competency; Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds, depending on the discipline area.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

About Mesalands Community College:

Mesalands Community College is in Tucumcari, New Mexico nestled among the beautiful mesas of eastern New Mexico on Interstate 40 between Albuquerque, NM and Amarillo, TX and along historic Route 66. Outdoor opportunities abound with lakes, hiking, and mountains. MCC is ranked in the top 2.9% of all community colleges in the US, 11th most affordable community college in the US, and 2nd best community college in New Mexico. Historic Tucumcari is a small, affordable town with mid last century accents, top ranked local restaurants, and a small-town friendly charm. Mesalands is a small comprehensive community college where everyone works as a team for student success and access and is a residential institution attracting, not only local students, but students from across the nation and abroad. MCC is home of the North American Wind Training and Research Center, the Center for Innovation for Renewable Energy (wind, solar, and stored energy), the wind energy training program is ranked in the top 3 in the nation, the agricultural programs are ranked in the top 10 in the nation, a vibrant paleontology program hosts the Mesalands Dinosaur Museum of finds from local digs. In addition to a range of associate of arts degrees, ideal for transfer, MCC offers numerous occupational/technical associate of applied science degrees in a wide range of areas including cowboy arts, silversmithing, agribusiness, Farrier, and ranch sciences embrace the southwestern culture. MCC is home of nationally ranked athletics in both golf and rodeo. MCC is a proud Hispanic Serving and Rural Serving Institution, a member of Excelencia in Education, Hispanic Association of Colleges and Universities, and a leader in student success and access through guided pathways.

Closing Date:

The position is open until filled

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts. References and former employers will be contacted. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed. Use the following link to complete the Mesalands employment application.

Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application.

<https://www.mesalands.edu/faculty-and-staff/employment/>

Non-Discrimination Statement:

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment