POSITION ANNOUNCEMENT

POSITION: Manager, Human Resources
POSTING DATE: Wednesday, September 14, 2011
CLOSING DATE: Wednesday, October 12, 2011
POSITION AVAILABLE: November 2011

RESPONSIBILITIES
Work with supervisors, college wide, to facilitate the staffing process including hiring, retaining, evaluating and exiting of employees; assists in development of job descriptions and personnel policy; ensures compliance with various regulatory bodies as it relates to HR; facilitate communication with employees and community in regards to HR matters including basic benefit questions.

MINIMUM ACCEPTABLE JOB QUALIFICATIONS
Education, Experience and Knowledge
Requires Bachelor’s degree, preferably in HR; minimum four years experience in HR environment, with at least 2 years in hiring/selection, preferably in educational institution; experience in competency based interviewing techniques; working knowledge of other HR functions, such as benefits.

SALARY $52,008-$72,000 for 12 month position with benefits

THE COLLEGE
Piedmont Community College (PCC) is a multi-campus two-year community college serving the counties of Person and Caswell, with a consolidated population of approximately 60,000 persons. The College is located 40 miles north of the booming Research Triangle Park and 50 miles northeast of the Piedmont Triad. PCC has an enrollment of over 2,900 FTE, with an annual budget in excess of $25 million. It is one of 58 colleges in the North Carolina Community College System. The College has been extensively involved in service to local business and industry and in supporting local economic development initiatives. Over 8,900 people are served annually through the College’s programs. PCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates.

FRINGE BENEFITS
The State Health Plan offers Major Medical coverage through a preferred provider organization (PPO). Options to choose from are Basic 70/30 employer-paid and Standard 80/20 employee-paid coverage for employee (employee pays for all dependent coverage). Other benefits include State Retirement Plan, including short and long-term disability income plan and a death benefit; sick and annual leave; community service leave; employee-paid dental, life, accident, disability, vision, cancer insurance; and supplemental retirement plans.

HOW TO APPLY
Submit a Piedmont Community College Application for Employment bearing applicant’s original signature, an explanatory cover letter, current resume and unofficial/official transcript documenting educational requirement and date degree conferred postmarked no later than Wednesday, October 12, 2011 to Personnel Office, Piedmont Community College, PO Box 1197, Roxboro, NC 27573. To obtain an Application for Employment go to www.piedmontcc.edu or contact the Personnel Office at (336) 599-1181, ext. 248/226.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER