

DIRECTOR OF HUMAN RESOURCES

FULL TIME

POSITION DESCRIPTION: Directs the activities of the Human Resources functions and serves as the College's Title IX Coordinator and the Affirmative Action and Compliance Officer. Oversees the functions of employment, benefits, payroll administration, and employee relations. Responsible for the accurate and timely submission of monthly, quarterly, and annual Federal and State reports. Reports to the Vice President of Finance & Operations.

EDUCATION: Requires a Bachelor's degree in Human Resources or related field, Master's degree preferred.

EXPERIENCE/SKILLS: Minimum 5 years demonstrated Human Resources administrative experience; public sector HR experience preferred.

SALARY: Commensurate with experience; salary range up to \$90,000.

APPLICATION PROCEDURES: E-mail letter of interest & resume to: hr@warren.edu, or mail to: Human Resources, Warren County Community College, 475 Rt. 57 West, Washington, NJ 07882
WCCC is an EOE/AA Employer www.warren.edu

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Human Resources.