

Director of Talent Management and Employee
Engagement
Erie Community College

Direct Link: <https://www.AcademicKeys.com/r?job=225751>

Downloaded On: Sep. 16, 2024 8:18am

Posted Nov. 15, 2023, set to expire Nov. 6, 2024

Job Title	Director of Talent Management and Employee Engagement
Department	
Institution	Erie Community College Buffalo, New York
Date Posted	Nov. 15, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Human Resources
Job Website	https://ecc.wd5.myworkdayjobs.com/en-US/CareerOpportunities/job/North-Campus---Williamsville/Director-of-Talent-Management-and-Employee-Engagement_J0001924
Apply By Email	
Job Description	

Department:

Human Resources



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Salary/Hourly

\$80,000.00 Annual

Union/Position Status:

SES

Posting Closing Date:

November 27, 2023

Please note that the posting will close at midnight (12:00 AM) on the posting closing date. This means any applications must be submitted by 11:59 PM the evening before.

JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The Director of Talent Management and Employee Engagement will lead the development and implementation of internal employee experiences that enhance the Erie Community College (“ECC”) employee experience.

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It is expected that the Director of Talent Management and Employee Engagement will develop long-term strategies and sponsor initiatives that promote a culture of engagement and excellence. The Director of Employee Engagement will provide oversight in insuring employee engagement programs and initiatives align with ECC's strategic plan and participate in the formulation of College Wide policies related to the Human Resources department.

The Director of Talent Management and Employee Engagement will also provide oversight and supervision in the day-to-day management of the Human Resources office and will directly oversee the talent acquisition group. This employee will administer the applicant tracking system for Human Resources. Will oversee or assist with employee/labor relations matters as required. Supervision is exercised over an administrative and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- May act as the Director of Human Resources in his/her absence.
- Works with the Director of Human Resources and Special Projects-HR/Legal to provide day to day performance management guidance to line management (coaching, counseling, disciplinary actions).
- Develops policies and procedures specific to Human Resources and Payroll and may assist in and/or wholly develop policies for the College and a whole and/or individual departments.
- Develops, presents, and/or coordinates pertinent programs for employees that may be reasonably connected to Human Resources, legal compliance, wellness, work-life balance, or employee development.
- Produces and distributes (or collaborates in the production of) internal communications, including utilization of e-newsletters, email-blasts, the HR employee portal, etc. for the purpose of communicating employment-related information to employees.

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- Collects timely data to support ECC initiatives through focus groups, surveys, town halls, one-on-one interviews, and other methodology; evaluates and applies the data to support decisions.
- Coordinates employee recognition programs and associated events.
- Coordinates employee wellness program and associated events.
- Coordinates with the Employee Assistance Program (“EAP”).
- May handle or supervise Unemployment Insurance hearings and first-level appeals.
- May handle or supervise reasonable accommodation requests.
- May research and respond to Freedom of Information Law (“FOIL”) requests.
- Researches, evaluates and selects vendors for associated programs and services according to requirements aligned with the request for proposal.
- Apply for program grants as the need and opportunity arises.
- Periodically researches and provides recommendations for ECC to maintain compliance with state and federal laws.
- Lead or serve on College committees requiring HR oversight, particularly those with an employee-engagement element;
- Collaborates with the Information Technology staff with regards to the automation of ECC/Human Resources/Payroll programs and processes.
- Performs duties as assigned by the Vice President of Human Resources.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough and comprehensive knowledge of the principles, practices and techniques of human resource management as related to the operation of a comprehensive community college, with

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emphasis on employee engagement, but also including recruitment, compliance, labor and employee relations, salary administration and personnel policy formation as this Director may be called upon to assist in other HR functions as needed.

- Good knowledge of College personnel policies, applicable Federal and State labor and employment laws, and the New York State Civil Service Law.
- Good knowledge of employee relations.
- Ability to evaluate and foster employee engagement and develop/implement strategies to improve employee morale.
- Ability to work independently at a senior level to solve problems, set priorities, and implement solutions with minimal direction or guidance.
- Marketing, communications and/or event planning experience.
- Ability to plan and supervise the work of others.
- Ability to communicate effectively, both orally and in writing.
- Ability to work well with professional, technical, administrative and clerical staff and to promote harmonious relationships.
- Experience working in a Union environment.
- Ability to manage multiple tasks and work well under pressure with varying time constraints and excellent organizational skills.
- Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:



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Graduation from a regionally accredited college or university with a Master's degree in Human Resources, Business Administration or related field.

PREFERRED QUALIFICATIONS:

Prior community college experience, preferably in a Human Resources setting; Prior experience in marketing/communications and/or event planning.

Contact Human Resources at (716) 851-1840 with any questions.

Our mission to offer quality education includes exposing our students to a diverse range of cultures, experiences and expertise. At SUNY Erie Community College, we value diversity and encourage applicants from all backgrounds to apply.

Notice of Non-Discrimination

SUNY Erie Community College does not discriminate in admission, employment, or in the administration of any of its policies and programs on the basis of race, color, religion, national origin, age, sex, gender, gender expression, gender identity, pregnancy, disability, sexual orientation, familial status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status, criminal conviction, or any other characteristics protected by law. This applies to all students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting the Civil Rights Compliance Officer listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.



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The following individual has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officer

Human Resource Department

North Campus

6205 Main Street

Williamsville, NY 14221

(716) 851-1844

For further information on notice of non-discrimination, please contact:

New York Office

United States Department of Education

Office for Civil Rights, 32 Old Slip 26th Floor,

New York, N.Y., 10005-25010;

Tel (646) 428-3800; Email: OCR.NewYork@ed.gov.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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