

Human Resources Retention/Relations Administrator
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262260>

Downloaded On: Sep. 9, 2025 11:59pm

Posted Sep. 9, 2025, set to expire Sep. 28, 2025

Job Title Human Resources Retention/Relations Administrator
Department Human Resources
Institution Central Oregon Community College
Bend, Oregon

Date Posted Sep. 9, 2025

Application Deadline 09/28/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Human Resources
Communications/Public Relations

Apply Online Here <https://apptrkr.com/6553821>

Apply By Email

Job Description

Image not found or type unknown



Human Resources Retention/Relations Administrator

Position Number: B1215PD

Starting Wage/Salary: Maximum of \$82,400 plus exceptional benefits

Close Date: 09/28/2025

Primary Purpose:

The HR Retention/Relations Administrator helps create a positive, inclusive workplace by leading

Human Resources Retention/Relations Administrator Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262260>

Downloaded On: Sep. 9, 2025 11:59pm

Posted Sep. 9, 2025, set to expire Sep. 28, 2025

programs that support employee engagement, well-being, and retention. Through strong relationships and a focus on employee success, this role drives job satisfaction and contributes to a thriving campus community.

Essential Duties and Responsibilities:

- You will build trust and strong relationships across the College community.
- You will design and deliver programs that boost employee engagement and retention.
- You will coordinate recognition efforts to celebrate employee contributions.
- You will support evaluations and coach supervisors in developing their teams.
- You will create a full wellness program that keeps employees healthy and thriving.
- You will listen to employee feedback through stay and exit interviews-and act on it.
- You will serve as a resource for resolving workplace concerns with fairness and care.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Knowledge of and familiarity with Human Resource functions and professional practices, specifically employee retention, wellness, and relations.
- Ability to effectively present to small and large groups.
- Ability to interpret Federal/State employment and labor laws and apply them to COCCs HR functions.
- Ability to document and maintain administrative procedures for employee relations, retention, and wellness processes.
- Ability to initiate and effectively manage multiple projects, apply critical thinking skills, and prioritize workload to meet varying deadlines.
- Ability to work both independently and collaboratively with minimal supervision within a high performing team environment, across College departments, and with external partners.
- Ability to communicate in a diverse workplace using clear and effective verbal and written skills, via various mediums/modalities, using the English language with or without the use of an interpreter.
- Ability to understand, interpret, and apply multiple collective bargaining agreements in a higher

Human Resources Retention/Relations Administrator Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262260>

Downloaded On: Sep. 9, 2025 11:59pm

Posted Sep. 9, 2025, set to expire Sep. 28, 2025

education environment.

- Ability to provide exceptional service to the COCC community with empathy, equity, and accountability.
- Ability to maintain confidentiality, integrity, and accuracy of information, documents, and employee data while ensuring correct procedures are followed.
- Proficiency in technology, including MS Software applications (Outlook, Word, Excel) and database programs; ability to learn new software applications on an ongoing basis to improve workflow and efficiency.
- Skills in researching, analyzing, and applying HR processes, programs, and systems to provide recommendations for improvement.

Minimum Requirements:

Education:

- Bachelors degree in Human Resources, Business Administration, Psychology, Communications, or related field.

Experience:

- Minimum three years of experience with any combination of the following:
 - Employee Wellness
 - Employee Relations
 - Retention Programs

Preferred Qualifications:

Experience:

- Experience working in higher education, a public agency, or a large organization.
- HRIS Software Applications, survey software, learning management systems, and content management software.
- Experience with conflict resolution, workplace mediation, coaching.

License and/or Certification:

- None required but HR certification (SHRM-CP/SHRM-SCP, PHR/SPHR) is supported; ongoing

Human Resources Retention/Relations Administrator
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262260>

Downloaded On: Sep. 9, 2025 11:59pm

Posted Sep. 9, 2025, set to expire Sep. 28, 2025

HR professional development required.

To apply, visit <https://jobs.cocc.edu/postings/11651>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

Human Resources Retention/Relations Administrator
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=262260>

Downloaded On: Sep. 9, 2025 11:59pm

Posted Sep. 9, 2025, set to expire Sep. 28, 2025

Contact Information

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

Contact

Human Resources
Central Oregon Community College

,