



CAREER OPPORTUNITY

Coordinator, Employee & Labor Relations

Department: Human Resources

Employment Type: Full-Time Support Staff

Work Schedule: Monday-Friday, 8:30am-5pm

Requisition ID: 1705

Location: 2500 E. 22nd St., Cleveland, OH 44115

Union Status: Non-Union

Number of Openings: 1

Closing Date: Open Until Filled

Cuyahoga Community College (Tri-C) opened in 1963 as Ohio's first community college and remains Ohio's oldest and largest public community college. We provide high quality, affordable education and programs to more than 900,000 members of our community at four campuses and supporting locations in Northeast Ohio. Tri-C is committed to attaining excellence through the recruitment and retention of a diverse workforce.

JOB SUMMARY

Labor Relations oversees all aspects of labor-management strategy, collective bargaining, contract interpretation and enforcement, grievances, arbitrations, mediation of disputes, and responds to unfair labor practice charges and complaints, and conduct investigations. Employee Relations provides consultation and advice to managers, supervisors and employees regarding Human Resources issues, including performance management, corrective actions involving progressive discipline, investigations ton of complaints, interpretation of policies and procedures, and schedules and conducts pre-discipline hearings.

The **Coordinator** reports to the Manager, Labor Relations, and coordinates the day to day operations of the department. Collects necessary information to track the success of basic outcomes processes and procedures to support the on-going analysis and improvement of departmental efforts. Works with management to implement the communications priorities of the department and College. Provides administrative assistance to supervisor as needed.

Required Qualifications:

- Associate degree and a minimum of three (3) years' experience

Preferred Qualifications:

- Bachelor's degree and a minimum of two (2) years' experience
- Previous Human Resource experience
- Demonstrated experience with Banner System and other College-specific software

COMPENSATION: Compensation is commensurate with experience, and includes a comprehensive benefits package that includes access to affordable insurance, use of the College's health and fitness facilities, reduced tuition and many other perks.

APPLICATION: For full consideration, visit careers.tri-c.edu to review the complete job posting and apply online.

Equal Employment Statement

Cuyahoga Community College is committed to attaining excellence through the recruitment and retention of a qualified and diverse workforce. Cuyahoga Community College is an equal employment/educational opportunity institution.