



## CAREER OPPORTUNITY

### **Executive Director, HR Compliance & Employee/Labor Relations**

**Department:** Human Resources

**Employment Type:** Administration and Professionals

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

**Requisition ID:** 1491

**Location:** 2500 E. 22<sup>nd</sup> St., Cleveland, OH 44115

**Union Status:** Non-Union

**Number of Openings:** 1

**Closing Date:** Open Until Filled

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**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**

Reporting to the Vice President /CHRO, Human Resources, the **Executive Director, Compliance & Employee/Labor Relations** proactively manages college-wide Employee and Labor Relations function to ensure fair, compliant, and progressive working conditions for all College employees. Oversees and directs Title VII and IX functions and supports the College's Title IX Coordinator in the interpretation, application and continuous improvement of related procedures and practices. Oversees the compliance with equal opportunity laws, guidelines and policies and investigations of alleged violations. Represents the College in labor management meetings, arbitrations, and negotiations. Directs the Compliance and Employee/Labor Relations team and hires, trains, coaches and evaluates the performance of assigned staff.

#### **Required Qualifications:**

- Bachelor's Degree in Human Resources, Labor Relations, or related field
- Minimum of nine (9) years of demonstrated experience interpreting and applying employment policies and procedures, including the administration of collective bargaining agreements and leading negotiations.
- Demonstrated experience hiring, training, supervising and managing staff.

#### **Preferred Qualifications:**

- Master's degree in a related field
- PHR, SPHR, or other related professional certifications
- Demonstrated employee /labor relations and Title VII and VII experience in the public sector

#### **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](http://careers.tri-c.edu) to review the complete job posting and apply online. Contact Kimberly Moss, Talent Acquisition Manager at (216) 987-4838, [kimberly.moss@tri-c.edu](mailto:kimberly.moss@tri-c.edu) or

#### **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.