

POSITION: Employment and Training Manager

STATEMENT OF DUTIES: This position is responsible for all Employment functions for Faculty and Full Time Unclassified Staff, as well as Staff Training. Responsibilities include recruitment, job postings, applicant tracking, onboarding, training, and supervising the Employment & Training Specialist.

SUPERVISION RECEIVED: Reports to the Assistant Vice Chancellor for Human Resources

DUTIES AND RESPONSIBILITIES:

Responsible for managing timely input of Faculty, Unclassified Staff, and Student Worker personnel actions into Banner (Ellucian). Maintain an accurate record of all transactions and prepare detailed monthly reports for review by the LCTCS Board. Maintain constant communication with departments, leadership, and the campus to ensure internal customers remain informed concerning pending human resources transactions, job postings, and changes in HR employment policies/procedures.

Assess training needs of the college and respond by developing and conducting appropriate staff training related to customer service, leadership, and new HR-related processes. Respond to all inquiries and requests for training by phone, email and in person.

Forecast vacancies by position based on turnover and communication from faculty and staff. Responsible for recruiting through job fairs, postings, websites, etc. Responsible for inputting and tracking applicant data for Faculty and Full Time Unclassified Staff positions. Respond to all inquiries by phone, email and in person. Represent the College at employment events such as job fairs, Chamber of Commerce, and other community meetings which help to foster relationships for future prospective job candidate pools.

Support all HR activities such as file audits, benefits and wellness fair, HR One-on-One, HR2Go, and other employee engagement initiatives.

QUALIFICATIONS:

Bachelor's Degree or 8 years of experience in Human Resources

Prefer Master's Degree

Minimum of four (4) years of experience working in Human Resources/Payroll

Exceptional customer service; experience working in Higher Education. Proficient in Banner (Ellucian) - Human Resources/Payroll system

NeoGov - applicant tracking system

Knowledge of State Civil Service policies, procedures and rules

To apply, go to https://careers.dcc.edu/applicants/jsp/shared/Welcome_css.jsp

(Employment and Training Manager)

ADA & EOE