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**Position Title: Senior Coordinator of Academic & Contingent
Employment**

Position Information	Senior Coordinator of Academic and Contingent Employment
Position Title	Senior Coordinator of Academic and Contingent Employment
Position Number	400705
Campus Location	Lakewood, Colorado
Primary Physical Work Address	13300 West Sixth Avenue Lakewood Colorado 80228
Salary	\$48,350.13/annual
Starting Pay Rate	Starting Salary is not negotiable
Anticipated Start Date	Fall 2021
FLSA Status	Exempt, this position is not eligible for overtime.
Closing Date	Sunday October 03, 2021 by 11:59 p.m.
Job Type	Full Time
Benefits	RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the CCCS Employee Benefit Website .
Retirement	The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado.
Time Off	<ul style="list-style-type: none"> • Leave Accruals (Leave prorated for appointments under 100%) <ul style="list-style-type: none"> • Annual/Personal Days: 22.5 (180 hours) • Sick Days: 15 (120 hours) • (Over 12 months, based on full time appointment accruals) • Other Leave <ul style="list-style-type: none"> • Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year) • Holidays Observed: 10 <ul style="list-style-type: none"> • Four Holidays are observed on an <i>alternate schedule</i> (Columbus Day, Veteran's Day, Martin Luther King Jr. Day, and President's Day). RRCC observes these holidays between Christmas Day and New Year's Day, resulting in campus being closed from Christmas Day through New Year's Day, with eligible employees on Holiday Leave • Jury Leave • Military Leave
Online Application	Click Here to Begin Your Application

Position Announcement:

Red Rocks Community College is seeking applications for a full-time Coordinator of Academic and Contingent Employment to join our Human Resources department.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our Vision and Mission, which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the RRCC Inclusion & Diversity webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting-edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor's and Master's degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

Summary of Position:

The Academic and Contingent Employment Coordinator is responsible for the acquisition and inclusive management of the College's contingent workforce. The Coordinator ensures compliance with policy and laws while managing the contingent workforce to be a key supplier of talent to the College while providing opportunity for growth and future employment to the contingent workforce. The contingent workforce is made up of the Variable Hour, Student, and Adjunct Instructor positions. The Coordinator also facilitates the recruitment and search process for the full-time faculty of the College.

Required Qualifications:

- Bachelor's degree in human resources, business administration, leadership and organizational development, or related field.
 - **SUBSTITUTION:** A combination of certification(s) HR Generalist, Benefits and Compensation, etc. and professional experience in healthcare administration, business administration, or related professional discipline may be substituted on a year-for-year basis for the degree.
- One (1) year in a professional level Human Resources position.

Preferred Qualifications:

- Bachelor's degree in Human Resources Management
- Certification from Society of Human Resource Management SHRM-CP or HRCI aPHR, PHR.
- Experience working in Human Resources in a higher education setting.
- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

Required Knowledge, Skills, Abilities:

- Verbal and written communication skills including the ability to give and receive information accurately and present information to groups and in public settings.

- Ability to interpret and apply CCC System, RRCC College policies and procedures and department policies, regulations and rules.
- Ability to utilize computer technology to access data, maintain records, review and generate reports

Description of Position

Student and Variable Hour Employment Coordinator:

- Oversee the employment recruitment/hiring/onboarding process cycle.
- Coordinates job postings, analyzes/evaluates applicant pool (in conjunction with the Hiring Manager) for Student and Variable Hour positions.
- Develop and maintain position descriptions, evaluate position requirements and determine classification and salary.
- Make recommendations on contingent employment procedures, practices and compensation.
- Evaluate pre-employment background checks.
- Work with Supervisors on training, performance management, and best practices. Manage performance evaluation for variable hour and student employees.
- Partner with Financial Aid department in work-study employment coordination. Generate and refine procedural documents.
- Collaborate with leadership and constituency groups to implement systemic change. Maintain compliance with all institutional and system practices.

Faculty and Adjunct Instructor Employment Coordinator:

- Coordinate and manage the recruitment and search process for all full-time faculty. Develop and maintain position descriptions including required qualifications.
- Manage the personnel activities for Adjunct Instructors including non-teaching exempt position administration, recruitment and on-boarding.
- Collaborate with Instructional Services on New Hire Orientations, Professional Development tracking for Tiered Pay evaluation, and termination maintenance.
- Assist in the proactive recruitment of diverse applicant pools
- Manage the provisional/non-provisional status and rank and title of all fulltime Faculty.

Faculty Load and Compensation:

- HR liaison for Faculty and Adjunct workloads, verify accuracy in compensation, organizational codes and other related payroll information.
- Research problems in FLAC processing and recommend solutions.
- Collaborate with Instruction on deadlines and communication within the work group and with the active Adjuncts.
- Oversee the adjunct faculty transcript verification/entry process.

Data, System and Process Analysis:

- Compile and prepare a variety of reports and analyses reflecting various personnel and/or payroll data as requested; review for appropriateness and facilitate the processing of various personnel and payroll forms; ensure maintenance of appropriate personnel records.

- Collaborate with multiple departments across the campus and internal HR team members to analyze processes and recommend improvement on efficiencies.
- Responsible for creating process maps and codifying HR and institutional processes.
- Responsible for exploring avenues and opportunities to strategically partner with constituencies across the college campus.
- Responsible for maintaining the Applicant Tracking System (ATS) for contingent, Adjunct Instructors, and Faculty.

How to Apply:

Complete applications must be received by 11:59 p.m. Sunday October 03, 2021. To apply for this position, [click here to begin your application](#), including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A resume.
3. Transcripts (unofficial).

Additional upload sections are available in the application to include ***optional*** attachments.

Please note the following prior to beginning your application:

- Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
- As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
- You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
- Once you submit your application, you will no longer have an opportunity to review or make changes.
- You will receive a confirmation email once your application has been received.

Benefits:

RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the [CCCS Employee Benefit Website](#).

The Assessment Process:

Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. All applications received by the closing deadline listed on this announcement will be reviewed to determine if applicants meet required qualifications. All applicants meeting the required qualifications will be considered for an interview with the department.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement.

Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

Transcripts Required:

An unofficial copy of transcripts must be submitted at the time of application. Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

Necessary Special Requirements:

Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

Important Notes:

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from

previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.