

BROOKDALE COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT



POSITION	Manager-Diversity, Inclusion and Compliance -Extended
GENERAL DESCRIPTION	The Manager is a key member of the Human Resources Department. The incumbent is responsible for leading and coordinating institutional efforts toward maintaining a campus environment that is inclusive, pluralistic and free of discrimination. This individual will take a lead role in the design, implementation, and assessment of initiatives that support our employees by improving awareness and understanding of diversity and inclusion as a relevant skill set for all employees as well as identify and coordinate strategies that link diversity's relationship to institutional excellence. The Manager is responsible for leading retention activities and shares responsibility with the Employment Manager for recruitment activities. The incumbent also serves as the ADA Coordinator and the Equal Opportunity Officer and, as such, is the hearing officer for EEOC compliance matters. This individual is responsible for maintaining current knowledge of employment related state and federal laws and College policies and for implementing processes and completing reports that ensure compliance.
MINIMUM QUALIFICATIONS	Master's Degree in Human Resources or related field. Law Degree strongly desirable. Three years of relevant experience, preferably in higher education. Must have leadership ability. Knowledge of employment law, regulations and compliance procedures regarding equal employment opportunity. Exceptional oral and written communications and interpersonal skills. Demonstrated ability to think and act strategically. Strong knowledge of and commitment to advancing diversity awareness and inclusion. Ability to work independently while functioning as part of a team. Experience/training in conflict resolution and the ability to resolve complaints in an objective, confidential and impartial manner. Requires a creative thinker who demonstrates initiative and ability to build contacts/networks with internal and external constituencies. A high degree of diplomacy, personal integrity and ethics and sound judgment. Ability to work effectively with faculty, staff, students and administrators. Must be internet literate and able to create/modify word processing, spreadsheet and database documents. Knowledge of Monmouth County and its communities preferred.
SALARY	Annual Entry Salary Range is \$65,135 - \$74,905 with benefits. (A4)
BROOKDALE COMMUNITY COLLEGE	Brookdale Community College is an innovative and comprehensive open admissions institution located in Monmouth County, New Jersey. We encourage interested parties to visit our website at www.brookdalecc.edu .
APPLICATION PROCESS	Brookdale Community College has a complete online application process. Please visit our website at www.brookdalecc.edu – “Jobs @ Brookdale” then “ Brookdale employment opportunities listings ” to view current jobs at the College, create an online application and apply for positions. Application materials are only accepted for current positions and must be submitted prior to the closing date.

If you have any questions regarding the Online Employment System or for assistance in applying, please contact us at 732-224-2231 or email at hrdept@brookdalecc.edu.

Office hours for Human Resources are 8:30 AM-5:00 PM Monday through Friday. The office is located in the Brookdale Administration Center on the first floor – use Parking Lot #3.

As an Equal Opportunity Employer, the College does not discriminate in its hiring or employment practices on the basis of gender/gender-identity, sex, race or ethnicity, color, national origin, religion, age, disability, veteran's status, genetic information, family or marital status, sexual orientation, or any other protected class.

A review of credentials is ongoing and will continue until the position is filled.

Extended Date: 2/12/2020