



SHORELINE COMMUNITY COLLEGE
invites applications for the position of:

**Executive Director - Employee
Engagement & Organizational Learning**

SALARY:	\$95,000.00 - \$110,000.00 Annually
OPENING DATE:	04/28/17
CLOSING DATE:	05/14/17 11:59 PM
JOB SUMMARY:	

Shoreline Community College is a comprehensive community college dedicated to inclusive excellence in teaching and learning, student success, and community engagement. Located on 83 acres just 10 miles north of downtown Seattle, Shoreline is situated among native evergreens with a campus full of brilliant colors during spring, summer, and fall seasons.

Shoreline Community College is a place of open inquiry and learning, with leadership that models ideals set out in our Community Standard*. We are committed to upholding a culture of free expression, as well as maintaining a supportive and respectful learning and working environment for all. During the last academic year, the College underwent a collaborative process with participation from over 1,000 faculty, staff, board members, and community members in developing the structure of the College's 2016-21 Strategic Plan. Our focused efforts are propelling us toward a shared picture of our common future. Our Strategic Plan will help the College chart its course and ensure we deliver on the promise our students and community expect from us.

Job Summary: The Executive Director of Employee Engagement and Organizational Learning assumes primary responsibility for strategies that implement employee lifecycle development, including recruitment, onboarding, skills advancement, career planning support from beginning until end of employment with the College. This position reports to the President and serves as a member of the College's Executive Team. The Executive Director of Employee Engagement and Organizational Learning also contributes and helps to lead the overall organizational development of the College. The Executive Director must have a clear understanding of personnel policies, regulations, and rules to ensure Human Resource processes operate effectively. The position provides leadership for Human Resource functions, including, but not limited to training/professional development, recruitment/selection, equal opportunity/non-discrimination, employee relations, compensation and benefits, and support of Title IX compliance on campus. Additionally, as the College seeks to work together to build a strategically developed future, the Executive Director must engage and lead the many employee groups across campus towards the College's strategic goals of inclusive excellence in teaching and learning, student success, and community engagement. This position will also support growth for all employees as the College evolves to meet the needs of its diverse students and communities.

Tasks:

- Lead campus efforts around employee development, including training, career development, and employee participation in implementing the College's strategic goals

- Identify and implement strategic organizational development including succession planning and continuous improvement through the identification of College needs, interventions around those needs, and an assessment of the intervention impact
- Develop systems and processes that create inclusive excellence, diversity, multicultural competence, and equity
- Supervise the dissemination and implementation of personnel policies and procedures
- Supervise implementation of the College's Title IX activities, including all state and federal compliance matters
- Supervise investigative and employee litigation work as needed
- Develop and implement continuous improvement processes that support employees in contributing to the success of students
- Develop/implement recruitment policies and practices in service of the College's strategic goals to serve an increasingly diverse student population
- Develop/implement new employee onboarding practices that support workforce diversity and inclusion
- Understand/demonstrates a commitment to the vision and mission of the College to support an increasingly diverse student population to succeed
- Ensure the effective supervision of human resources and payroll functions in compliance with federal, state, and College requirements
- Work closely with the Vice President for Student Equity and Success to make data informed decisions regarding employee professional learning in support of student and community needs
- Work closely with the Senior Executive Director and CFO to accomplish shared and/or connected mission-critical processes in the areas of both positions
- Collaborates with the Executive Vice President for Student Learning and Success to support faculty development
- Collaborates with the Vice President for Advancement to ensure effective communication related to human resource functions
- Works collaboratively with the College's collective bargaining units

QUALIFICATIONS:

Required Education and Experience:

- Master's degree in Human Resources, Business Administration, or related fields
- Three (3) years of management experience
- Master's level coursework in organizational development OR experience leading organizational development
- Experience leading/directing employee professional development activities

Knowledge, Skills and Abilities:

- Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic/cultural, religious, disability, sexual orientation, and gender identity of community college students, faculty and staff
- Fostering a climate of equity and belonging through multicultural appreciation and awareness, with a commitment to workforce diversity and inclusion
- Engaging effectively (through oral/written communication) with students, staff, and faculty as well as community partners and the general public
- Advocating for processes and systems required to support the employee lifecycle from recruitment, hiring, and onboarding, through employee development and retirement
- Supporting the development of employees toward inclusive excellence through collaboration, resource identification, and strategic planning/action

- Relational skills including developing connections/partnerships across campus, providing conflict resolution/mediation, and proactive identification/resolution of issues
- Organizing/implementing training opportunities for lateral and vertical employee development
- Current technologies that support effective management of employment including human resource information systems and other applicable program
- Knowledge of compensation/benefits, selection practices, and new employee onboarding to provide leadership of those functions
- Leading multiple employee constituencies in shared action

CONDITIONS OF EMPLOYMENT:

PHYSICAL WORK ENVIRONMENT:

Work in an office setting, use office equipment and attend meetings both on and off campus, ability to communicate in person or through appropriate means. Ability to work weekends and evenings when appropriate or needed is required.

TERMS OF EMPLOYMENT/SALARY:

This is a full-time administrative/exempt annually contracted position with initial salary placement determined by the College dependent upon education/experience. Hiring of this position is contingent upon available funding as determined by the College President.

OTHER CONDITIONS:

In compliance with the Immigration and Nationality Act, proof of authorization to work in the United States will be required at the time of hire. Other conditions that may apply will be detailed upon the offer of employment. This position is overtime exempt.

***Community Standard Statement**

"Injustice anywhere is a threat to justice everywhere.

*We are caught in an inescapable network of mutuality, tied in a single garment of destiny.
Whatever affects one directly, affects all indirectly ..."*

-- Rev. Martin Luther King, Jr.

Shoreline Community College is a place for students, employees, and the community to pursue excellence in education in an environment dedicated to equity, inclusiveness, and self-reflection. We value respectful, dynamic interactions and lively discussion. We strive to create an environment where everyone is supported and valued. Shoreline Community College does not tolerate hateful, violent, or discriminatory actions that target any person or group based on their beliefs, customs, identity, or affiliations. When one of us is diminished, all of us are diminished.

REQUIRED MATERIALS:

To be considered for this position, please submit the following:

- NEOGOV online application/profile
- Letter of interest addressing each qualification
- Current resume
- Supplemental Questions - *answer in 500 words or less*
- Unofficial Transcripts documenting highest degree (official required upon hire)

Please Note: Once application materials have been submitted, you may not modify the application.

Shoreline is a comprehensive community college offering excellent academic, professional/technical and work force training programs to meet the lifelong learning needs of its global community. Located on 83 acres just 10 miles north of downtown Seattle, Shoreline is situated among native evergreens with a campus full of brilliant colors during spring, summer and fall seasons. The surrounding areas, known nationally for their recreational and cultural opportunities, add to the diversity of academic life for each student and employee at the College.

The College is committed to an environment which reflects our multicultural and global societies. Shoreline provides equal opportunity in education and employment and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, gender, sexual orientation or disability. Persons with disabilities needing assistance in the application process may call the Human Resources office at 206-546-4769 or TTY at 206-546-4520.

Shoreline Community College maintains a smoke-free/ drug-free work environment.

APPLICATIONS MAY BE FILED ONLINE AT: Position #00355
<http://www.shoreline.edu/hr/default.aspx> EXECUTIVE DIRECTOR - EMPLOYEE ENGAGEMENT & ORGANIZATIONAL LEARNING
16101 Greenwood Avenue North SD
Shoreline, WA 98133
(206) 546-4694
scchr@shoreline.edu

Executive Director - Employee Engagement & Organizational Learning Supplemental Questionnaire

- * 1. (In 500 words or less) Shoreline Community College is a place for students, employees, and the community to pursue excellence in education in an environment dedicated to equity, inclusiveness, and self-reflection. Please describe your specific experience supporting these values in your role as an administrator with regards to race, sex, age, color, religion, national origin, marital status, gender identity, sexual orientation and disability.
- * 2. (In 500 words or less) Describe your most successful experience leading and implementing organizational learning. What was your specific role/responsibility in this process, what was the outcome, and what was the impact?
- * 3. (In 500 words or less) Describe your most successful experience leading and implementing organizational change management toward a strategic outcome. What was your specific role/responsibility in the process, what was the outcome, and what was the impact?
- 4. (In 500 words or less) What steps would you take to address the following situation? An important strategic organizational change initiative has been introduced and immediately experiences resistance from employees. Timelines are slipping and budgets are in danger of being compromised. Key employee leadership seem to have legitimate complaints about the impact on them from the changes. What steps would you take to sort out the issues and build momentum for the initiative?

* Required Question