



SHORELINE COMMUNITY COLLEGE
invites applications for the position of:

**Executive Director - Employee
Engagement, Equity, and Organizational
Development**

SALARY:	See Position Description
DEPARTMENT:	Human Resources & Employee Relations
DIVISION:	Human Resources
OPENING DATE:	11/08/17
JOB SUMMARY:	

DATE OF FIRST CONSIDERATION: 12/10/17 11:59 PM

SALARY: UP TO \$110,000 annually dependent upon education/experience

Shoreline Community College is dedicated to inclusive excellence in teaching and learning, student success, and community engagement. Shoreline serves the educational, workforce, and cultural needs of our diverse students and communities through the core themes of educational attainment and student success, program excellence, community engagement, access and diversity, and College stewardship. Shoreline Community College is a place of open inquiry and learning, with a campus 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.

Under the direction of the President, the Executive Director of Employee Engagement, Equity, and Organizational Development (ED-EEEOD) assumes primary responsibility for building organizational capacity amongst Shoreline employees as it relates to serving our diverse students and communities. This position works closely with the President, the Executive Team, and the College's inclusive excellence work groups to implement professional development and equity strategies throughout the employee lifecycle, provide overall leadership and consultation for strategic staffing plans, as well as the College's compensation, benefits, classification and job evaluation systems. In addition, the ED-EEEOD supports the collective bargaining processes, leads strategic change management, orchestrates personnel training and development, and ensures the maintenance of effective and up-to-date College policies and procedures.

ESSENTIAL JOB DUTIES:

- Provide administrative direction and leadership for the Human Resource (HR) functions of the College.

- Incorporate best practices in HR activities that also engender respect and equity across campus.
- Lead collaborative efforts related to the advancement of inclusion and equity.
- Create and implement a culturally responsive employee development plan that includes succession planning and continuous process improvement through the identification of organizational needs.
- Coordinate Executive Team work related to the implementation of an inclusive excellence framework.
- Develop and implement recruitment policies and practices in alignment with the College's strategic goals to serve an increasingly diverse student population and communities.
- Implement employee onboarding practices that support inclusive excellence.
- Supervise investigative and employee litigation work as appropriate.
- Work collaboratively with the College's collective bargaining units.
- Administer the HR budget, including determination of staffing and operational requirements.
- Provide leadership to the cyclical review of policies and procedures of the College.
- Work collaboratively with Executive Team members to accomplish shared goals.
- Direct and supervise staff; recruit, train, and coach to build an effective team that is responsive to the needs of the College.
- Prioritize and allocate resources; review and evaluate HR programs ensuring maximum service delivery.
- Resolve issues, resulting in mutual respect for varying points of view.
- Represent the HR department and the College to the community, professional organizations, commissions and the State Board for Community and Technical Colleges and other agencies as appropriate.
- Lead, work with, and serve on College committees and councils as appropriate.
- Work as a team player, appropriately exhibiting a positive attitude.
- Direct the preparation of a variety of written correspondence, reports, procedures, ordinances and other materials; direct the maintenance of working and official departmental, divisional or unit files.
- Keep current with laws, regulations and technology that may affect HR.
- Perform other duties as assigned.

QUALIFICATIONS:

REQUIRED EDUCATION & EXPERIENCE:

- Master's degree in Education, Educational Leadership, Human Resources, Public Policy, Social Services or related area.
- Five (5) years of administrative leadership or leadership experience in Human Resources.
- Leadership experience in a diverse setting with responsibility for equity and engagement activities.
- Completed course work or experience with organizational development or change management.

KNOWLEDGE OF:

- Title IX, Americans with Disabilities Act, Equal Employment Opportunity, payroll and benefits, recruitment, training and development, and personnel management in a collective bargaining environment.
- Microsoft Office 365 including Access, Excel, Word, and Outlook, as well as other information management systems applicable to HR.
- Policy development, analysis and implementation; budgeting principles and best practices.
- Best practices related to process improvement, equity, and inclusive excellence in higher education.

- Race and equity issues, critical race theory, adult learning, multicultural and global competency, and organizational change management principles.

SKILL IN:

- Fostering a climate of equity and belonging through multicultural and global awareness and competence.
- Developing, implementing, and evaluating processes that support inclusive excellence in employment.
- Providing leadership, supervising, training, and evaluating staff.
- Leading change management at a department, as well as, campus-wide level.
- Developing systems that create inclusive excellence, diversity, multicultural and global competency, equity, and work effectiveness.
- Establishing and maintaining effective working relationships at all organizational levels.
- Time management, multitasking, and coordinating work outcomes and activities with multiple partners.
- Interpreting applicable laws, regulations, and policies; preparing clear and concise written materials.
- Communicating effectively with individuals at all levels inside and outside of the College.
- Handling difficult or sensitive situations using sound independent judgment within legal guidelines.

CONDITIONS OF EMPLOYMENT:

PHYSICAL WORK ENVIRONMENT:

Ability to work in a standard office setting, use standard office equipment and physically 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.

REQUIRED MATERIALS:

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

- NEOGOV online application/profile
- Letter of interest addressing each qualification
- Current resume
- Supplemental Questions
- Unofficial Transcripts documenting highest degree (official required upon hire)

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

*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. Dr. 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.

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, veteran status 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:
<http://www.shoreline.edu/hr/default.aspx>

Position #00419

EXECUTIVE DIRECTOR - EMPLOYEE ENGAGEMENT,
EQUITY, AND ORGANIZATIONAL DEVELOPMENT

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**Executive Director - Employee Engagement, Equity, and Organizational Development
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.
- * 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?

* Required Question