



Human Resource Office  
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 Pablo, MT 59855  
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Position Vacancy  
 Please Post

Salish Kootenai College seeks applicants for: <b>Director of Human Resources      and Public Relations</b>	Salary Range: <b>\$59,563-\$72,470 DOEE</b>
For a complete position description contact: <b>Human Resources,      (406)275-4985</b>	Closing Date: <b>Open Until Filled</b>

**General Summary:**

This position is expected to fulfill two critical needs for the college: Director of Human Resources and Public Relations. The person in this position is also responsible for supporting the President's efforts to lead an effective and efficient leadership team by developing an effective recruitment, retention and training plan for the Human Resources Department that ensures that the College attracts the highest quality applicants for all positions within the college.

The person in this position is responsible for serving as the Public Relations representative for the Office of the President to both internal and external constituents, and is expected to facilitate productive collaboration between the Office of the President and those with a vested interest in the College.

The person in this position will work with the College Leadership Team to advance the strategic goals set forth by the College. Other essential functions of this position are listed below:

- Develop a comprehensive Human Resources plan to increase the number of American Indian faculty and staff at SKC.
- Assist with a development plan designed to increase the number of CSKT Tribal members who want to advance to faculty positions or increase their academic credentials.
- Review and make recommendations for SKC benefit packages, employee evaluations, wage rate comparison studies, salary scale revision recommendations and Title IX compliance.
- Create and implement a robust on-boarding program for all employees.
- Works to promote a positive image of Salish Kootenai College in the community, state and region through social media campaigns, news stories
- Develops and implements sound action plans designed to meet the College's public relations needs. Demonstrates a comprehensive understanding of the College's mission and priorities, and identifies public relation needs and opportunities associated with the goals of the College.

**1. Describe the Management and Supervision of Others**

This position is responsible for the direct supervision of the Human Resources Generalist.

**To apply you must submit an SKC application, resume and applicable transcripts to Human Resources, P.O. Box 70, Pablo, MT 59855.** Your application must include evidence that you have the skills, experiences and abilities indicated in this announcement (E.I. cover letter, resume and transcripts). Information you provide will be used as deciding factors in our employment process.

As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans and women. SKC is a tribal member preference employer as set forth in SKC policy. SKC is a drug free workplace. All pre-hires must pass a drug test before formal hiring.

## **2. Minimum Position Knowledge, Skills, & Abilities**

- Ability to maintain strict confidentiality and extreme discretion in frequently working with highly sensitive, proprietary information.
- Highly developed verbal, written, and interpersonal communications skills; including an acute emotional intelligence required to effectively communicate the position of the President on a multitude of issues.
- Willingness and ability to attend events and other work functions outside of a traditional work schedule, including weekends and evening when required.
- Comprehensive knowledge and understanding of institutional policies and procedures, and the regulatory environment under which the College operates.
- Ability to gather information, analyze and compile data, and utilize relevant information to compile useful reports.
- Skills necessary for the continual reexamining and reengineering of policies and procedures, as well as those required for the effective and strategic implementation of these initiatives.
- Ability to perform complex tasks while often having to prioritize multiple projects.
- Sound and strategic judgement necessary to make critical administrative and procedural decisions.
- Comprehensive knowledge of applicable legislation, standards, policies, practices and procedures.
- Highly developed leadership skills, and the ability to oversee and guide complex, challenging tasks.
- Ability to cultivate and maintain strong working relationships with a wide-ranging, group of individuals and entities.
- Ability to organize, prioritize, and schedule work projects for self and others.
- Demonstrated commitment to diversity and the success of SKC students.
- Employee development and performance management skills.

## **3. Education and Experience**

Master's degree in a field related to the duties and responsibilities associated with the position (Business, Education, Public Administration, Communication, etc.), and a minimum of three (3) years of progressively responsible Human Resources management and (1) year of experience in public relations, communications, journalism or marketing. Experience in higher education is preferred.

## **4. This is a full-time, 12-month position and must be willing to work on campus. (not remotely)**

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