



MISSION OF MCAD HUMAN RESOURCES:

The mission of the MCAD Human Resources Department first and foremost is to support the mission and vision of MCAD. The HR Department achieves this through providing services that promote a work environment that is characterized by: fair treatment of and open communication between staff, faculty, and all employees; diversity, equity, accessibility, and inclusion; trust and mutual respect; brand ambassadorship; fair and competitive benefits and compensation; personal and divisional accountability; legal compliance and proactive reduction of organizational risks; and an awareness that employee wellbeing and success leads to the wellbeing and success of the college and our students.

EMPLOYEE ENGAGEMENT:

- Foster an environment that allows faculty, students, staff, and all college divisions and departments to both thrive and succeed.
- Coordinate new employee orientations for staff and assists with new faculty orientations to ensure a welcoming and consistent new hire experience.
- Conduct periodic surveys for staff, faculty, and other employees to gauge employee engagement, satisfaction with benefits, and gather overall feedback on the workplace climate.
- Conduct exit and stay interviews with employees to enhance retention and understand where improvements need to be made.
- Evaluate, establish, and coordinate employee recognition and wellbeing programs.
- Design, administer, and lead training on performance management systems and techniques, including performance reviews, coaching, and performance improvement plans.
- Partner with various departments and divisions to identify areas for partnership and growth opportunities for the betterment of staff, faculty, other employees, and students.

DIVERSITY, EQUITY, ACCESSIBILITY, & INCLUSION:

- Support the recruitment, retention, inclusion, and empowerment of diverse and high caliber faculty, students, and staff.
- Promote fairness and equity through daily action and consultation.
- Foster diversity, equity, accessibility, and inclusion through direct involvement with DEI work on campus.

BENEFITS & COMPENSATION:

- Perform annual reviews of compensation and benchmarks against similar organizations nationally and locally.
- Conduct annual reviews of benefits and benchmarks against similar organizations nationally and locally.
- Implement Total Rewards surveys annually to gauge satisfaction with the overall benefits and compensation package in order to identify areas for improvement.
- Review flexible work and work/life balance issues in order to meet the needs of the college and the employee.

COMPLIANCE & RISK MITIGATION:

- Stay up to date and ensures compliance with all applicable laws, regulations, and policies.
- Monitor Wage and Hour laws in collaboration with the Business Office/Payroll. Performs periodic audits to ensure compliance.
- Review application of all federal and local laws, statutes, and ordinances, including but not limited to: FLSA, FMLA, NLRA, OSHA, PPACA, ADA, Title VII, Title IX, WESA, ESST, etc.
- Conduct and/or coordinates periodic training on relevant laws in a proactive manner.
- Review and administers all Leaves of Absence (LOAs), whether covered by FMLA or other protected leaves.
- Monitor benefits eligibility for all welfare benefits and 403(b) retirement plans.
- Conduct investigations for any complaints of harassment, discrimination, retaliation, and/or Title IX related incidents.