

# SEARCH AND HIRING PROCEDURES FOR POSITIONS IN THE SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.

## 1. FULL-TIME EMPLOYEES

Once approval is granted by the Vice President for Student Affairs to fill a full-time position in the Suffolk Community College Association, Inc., the Vice President for Student Affairs and the Campus Associate Dean for Student Services are responsible to manage and oversee the complete search and hiring process, as outlined in the following procedures.

### A. Preparing for the Search

1. In light of Suffolk County Community College's affirmative action policy and Diversity Goal, efforts must be made to advertise broadly. The Vice President for Student Affairs and the Campus Associate Dean for Student Services will provide a position description to the Assistant Vice President for Human Resources for placement in the following publications and websites:

www.InsightIntoDiversity.com

www.NonProfitCareers.org

The College Website

### 2. Writing the Advertisements

- a. Advertisements will include the following:
  - Essential functions of position.
  - Knowledge, skills, and abilities required.
  - Education required or preferred.
  - Instructions on how to apply.
  - Request for cover letter and resume.
  - EEO, AA statements.
  - Time frame for the application.
- b. Any such advertisement must contain the following language:

**The Suffolk Community College Association, Inc. is a non-profit corporation whose primary purpose is to promote co-curricular programs and services which directly benefit the students of Suffolk County Community College. The Association's Board of Directors manages, controls, and directs the Association's business affairs and activities. Association employees are not College employees and their pay and benefits are as per Association policies.**

- c. In order to get the broadest pool of candidates, advertisements will be placed in additional venues, if, in the discretion of the Assistant Vice President for Human Resources in consultation with the Vice President for Student Affairs, such venues are deemed necessary.

### B. Conducting the Search

1. The Vice President for Student Affairs, working with the Campus Associate Dean for Student Services and the appropriate administrator of the department in which the vacancy occurs, is responsible for organizing the search and for overseeing the

composition of search committees. Each search committee shall consist of appropriate administrators and full-time employees in the department. The Vice President for Student Affairs will have final approval of the search committee members to ensure the committee is diverse. Once the search committee is determined through the above process, notification will be provided to the Affirmative Action Officer, clearly denoting the chair of the committee.

2. The chair of the search committee shall be appointed by the Vice President for Student Affairs, after consultation with the Associate Dean of Student Services and the Director in whose department the vacancy exists. All members of the search committee will receive, prior to the first meeting, a copy of the College's Diversity Goal.
3. The chair of the search committee will:
  - Act as liaison between the search committee and the Vice President for Student Affairs.
  - Chair search committee meetings.
  - Maintain required records.
  - Correspond with candidates.
  - Schedule interviews and check professional references.
  - Notify all candidates interviewed by the search committee that the process has been completed.
  - Serve as the primary/sole contact person regarding process-related questions and updates.
4. The search committee, in consultation with the Vice President for Student Affairs, the Campus Associate Dean for Student Services, and the appropriate department director, will develop a list of criteria for each position, and screening will be based on the criteria and on a point system.
5. Once the search and interviewing process has concluded, the search committee will make a recommendation of three finalists to be hired to the Vice President for Student Affairs, who will make a recommendation to the Association Board of Directors.
6. A background check will be conducted on the recommended candidate by the Association Director of Business Affairs, in collaboration with the Assistant Vice President for Human Resources, or their designee.
7. Upon the approval of the Board of Directors, the Vice President for Student Affairs will be authorized to offer a position to the recommended candidate.

## **2. PART-TIME POSITIONS**

The Vice President for Student Affairs shall determine whether a search should be conducted to fill a part-time position. If a search is deemed appropriate, the Vice President for Student Affairs, working with the appropriate administrator, is responsible for organizing the search and for overseeing the composition of search committees. Each search committee shall consist of appropriate administrators and full or part-time employees in the department which seeks to fill a position. The Vice President for Student Affairs will have final approval of the search committee members to ensure the committee is diverse. Once the search committee is determined through the above process, notification will be provided to the Affirmative Action Officer, clearly denoting the chair of the committee.

1. Part-time positions may be advertised with the permission of the Vice President for Student Affairs.
2. Any such advertisement must contain the following language:

**The Suffolk Community College Association, Inc. is a non-profit corporation whose primary purpose is to promote co-curricular programs and services which directly benefit the students of Suffolk County Community College. The Association's Board of Directors manages, controls, and directs the Association's business affairs and activities. Association employees are not College employees and their pay and benefits are as per Association policies.**

3. The director of the respective department which seeks to fill a position will interview the candidate and make the recommendation to the Campus Associate Dean of Student Services.
4. A background check will be conducted on the recommended candidate by the Association Director of Business Affairs, in collaboration with the Assistant Vice President for Human Resources, or their designee.
5. Upon the approval of the Board of Directors, the Campus Associate Dean of Student Services will be authorized to offer a position to the recommended candidate. **No part-time employees may be hired without the prior approval of the Vice President for Student Affairs.**

### **3. STUDENT EMPLOYEES**

1. The purpose of the student part-time employment program is to provide a meaningful work environment in which skills will be acquired, tested and refined, and life values and personal standards can be developed and enhanced.
2. Students wishing to work for the Association must:
  - a. Be enrolled in at least three credits.
  - b. Have a minimum overall and semester GPA of 2.0.
  - c. Submit an appropriate employment application and attend a personal interview.
  - d. Have an activated student email account.
  - e. Undergo appropriate employment training and attend staff meetings, as required.
3. The Director of Campus Activities on each campus shall be responsible for soliciting, and evaluating all candidates for student employee positions, and, upon a delegation of authority from the Board of Directors, is authorized to hire student employees.
4. Student salaries shall range from the minimum wage to stipends at rates approved by the Board of Directors, depending upon the nature and duties of the employment position.
5. Student employees shall adhere to all policies and procedures promulgated by the Office of Campus Activities on each campus.
6. Student employees shall be evaluated periodically by appropriate supervisory personnel.
7. Student receiving stipends for leadership positions will be selected/elected through their respective constitutions.

**BOARD OF DIRECTORS  
October 29, 2015**