



## OFFICE OF HUMAN RESOURCES

### POSITION ANNOUNCEMENT

**POSITION TITLE:** Labor and Employee Relations Manager

**PERSONNEL STATUS:** PIN/Exempt

**DEPARTMENT:** Human Resources

**OPEN DATE:** February 5, 2015 **Revised**

**CLOSING DATE:** Open Until Filled **Initial Screening February 18, 2015**

**Responsibilities:** Implements labor relations programs, interprets and administers contracts with respect to grievances, wages and salaries, management practices and other contract stipulations; advises and counsels labor and management to prevent and when necessary resolve disputes over contract agreements and other labor relations issues; briefs and advises executive and administrative staff on general labor and specific contract administration issues; confers with executive management, deans, directors, HR personnel, labor representatives and employee groups to negotiate policy as well as to resolve individual issues; reviews and interprets collective bargaining agreements, arbitration decisions and current labor market conditions to assist in establishing policies and operating procedures and to develop contract language for collective bargaining agreements; ensures adherence to laws, regulations and contracts through consultation with the University's General Counsel; designs and delivers training on contract administration and management skills; performs other related duties as assigned.

**Qualifications:** Bachelor's degree in human resources, labor relations or related field required. Master's degree preferred. Minimum five (5) years of professional experience in labor relations, human resource management, dispute resolution or policy-level administration required. Higher education experience preferred. Strong analytical, interpersonal and organizational skills; ability to quickly master federal and state labor and employment law, and human resource process; excellent oral and written communications skills required; ability to deal effectively and cooperatively with various cultural backgrounds, levels of education and experience required; must be able to cope with conflicting points of view, function under pressure and demonstrate discretion, integrity and fairness; computer literacy required.

**SALARY: \$60,000 - \$70,000**

**RANGE: III**

**APPLICATION:** Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

**Office of Human Resources  
Bowie State University  
14000 Jericho Park Road  
Bowie, MD 20715  
JOBS@bowiestate.edu**

**Bowie State University is an Equal Opportunity/Affirmative Action Employer**  
*Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.*

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

***In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.***