**SEARCH AND HIRING PROCEDURES FOR POSITIONS IN THE**

**SUFFOLK COMMUNITY COLLEGE ASSOCIATION, INC.**

**I.** **FULL-TIME DIRECTORS**

Once approval is granted by the Vice President for Academic and Student Affairs to fill the full-time positions of (1) Director of Business Affairs, (2) Director of Campus Kids, or (3) Director of Suffolk Kids Cottage, the Associate Vice President for Student Affairs is responsible to manage and oversee the complete search and hiring process, as outlined in the following procedures.

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|  | **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 Associate Vice President for Student Affairs will prepare and forward advertising copy to the Assistant Vice President for Human Resources for placement in the following publications and websites:  *www.InsightIntoDiversity.com*  *www.NonProfitCareers.org*  *Newsday*  *The College Website*  2. Writing the Advertisements  a. Advertisements will include the following:   * essential functions of position * knowledge, skills, abilities required * education required/preferred * instructions on how to apply * request for a cover letter and resume * EEO, AA statements * time frame for 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 Employee Resources in consultation with the Associate Vice President for Student Affairs, such venues are deemed necessary.  **B. Conducting the Search**  1. The search committee shall consist of the Vice President of Academic and Student Affairs, the Associate Vice President for Academic Affairs, and the Associate Vice President for Student Affairs, and/or their authorized designees. Other individuals deemed necessary to properly evaluate candidates for these positions may be appointed, as necessary, by the Vice President of Academic and Student Affairs.  2. The chair of the search committee shall be appointed by the Vice President for Academic and Student Affairs.  3. All members of the search committee will receive, prior to the first meeting, a copy of the College’s Diversity Goal.  4. The chair of the search committee will:   * + Act as liaison between the search committee and the Association Board of Directors   + Chair search committee meetings   + Maintain required records   + Correspond with candidates   + Schedule interviews and check professional references   + Notify all candidates interviewed by search committee that the process has been completed   + Serve as the primary/sole contact person regarding process-related questions and updates.   5. The search committee, in consultation with the Associate Vice President for Student Affairs, will develop a list of criteria for each position, and screening will be based on the criteria and on a point system |
|  | 6. Once the search and interviewing process has concluded, the search committee will make a recommendation of the finalist to be hired to the Board of Directors, and prepare an appropriate resolution for the Board’s consideration. |
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|  | 7. A background check will be conducted on the recommended candidate. (The Assistant Vice President for Employee Resources is the only representative of the College authorized to initiate the background check process. In his/her absence, the College General Counsel may fulfill this role).  8. Upon the approval of the Board of Directors, the Vice President for Academic and Student Affairs will be authorized to offer a position to the recommended candidate. |
|  | **II. OTHER POSITIONS**  1.All other full-time and part-time positions, except for athletic coaches and student-employee positions, shall be advertised in the following publications and websites:  *www.InsightIntoDiversity.com*  *www.NonProfitCareers.org*  *Newsday*  *The College Website*  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** |
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3. The Director of Business Affairs shall interview all candidates, and recommend one finalist for hire to the Associate Vice President for Student Affairs.

4. Pending approval by the office of the Associate Vice President for Student Affairs, the Director of Business Affairs will prepare an appropriate resolution for consideration by the Board of Directors.

5. A background check will be conducted on the recommended candidate. (The Assistant Vice President for Employee Resources is the only representative of the College authorized to initiate the background check process. In his/her absence, the College General Counsel may fulfill this role).

6. Upon the approval of the Board of Directors, the Director of Business Affairs will be authorized to offer a position to the recommended candidate.

**III. ATHLETIC COACHES**

1. The College Director of Athletics shall be responsible for soliciting applications from prospective candidates for available coaching positions by:

a. Making inquiries with coaches’ associations in Suffolk and Nassau Counties, as well as with other with other coaching-related entities, if necessary; and/or

b. Advertising such coaching positions in appropriate publications, including, but not limited to, *Newsday*.

2. The College Director of Athletics shall recommend one candidate for hire to the Associate Vice President for Student Affairs.

**IV. 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 six (6) credits (nonremedial)

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, evaluating and hiring all 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.