



**Date:** June 7, 2018  
**Title of Position:** Special Assistant to the President  
 (1 year temporary position)  
**Salary:** \$40/hour (approximately 10 hours/week; non-benefitted)  
**Effective:** July 2018

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**Position Summary:** Assist the President in the review of various College's policies and procedures and make recommendations for the creation of new and/or revision to existing documents and practices. Investigate and resolve employee and/or student discrimination and harassment complaints in accordance with the College's Affirmative Action Plan, applicable laws, statutes, and regulations, consulting with College's General Counsel as appropriate. Serve as member of the President's Inclusion Council that supports and promotes diversity through community forums, professional development, curricular revisions, and civic engagement. Assist the College's Records Access Officer in the investigation and response to public records requests presented to the College. Perform other similar duties as responsibilities necessitate or as requested by the President.

**Qualifications:**

- Bachelor's degree required, Master's or JD preferred.
- Transferable experience commensurate with a community college environment.
- Familiarity with work related to diversity and/or human resources.
- Subject matter expertise in federal, state, and local equal opportunity laws.
- The ability to interact effectively with individuals at all levels from diverse backgrounds and perspectives.
- Excellent interpersonal, presentation and written communication skills.

**Additional information:**

Source of Funding: College Trust Fund  
 Area of Assignment: President's Office  
 Supervisor: President

MCCC  AFSCME  DCE  Non-Unit  Full-time  Part-Time

**Application Procedures:** For consideration, submit cover letter, resume, and names and telephone numbers of three current professional references to Heidi Bailey, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. [hbailey@berkshirecc.edu](mailto:hbailey@berkshirecc.edu)

**Application review begins on June 22, 2018 and continues until position is filled.** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

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Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment. All inquiries concerning application of the above should be directed to Deborah Cote, Vice President for Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 413-499-4660, ext. 1022, Susan B. Anthony Annex Building, Room A19.