

# HUMAN RESOURCES

**Benefits, Compensation,  
Employee Relations,  
Employment Services, New  
Employee Orientation, Policies  
& Procedures, Training &  
Development**

## **Location**

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## **About Human Resources**

The Office of Human Resources serves as a partner in the support of Columbia College Chicago's mission to be the best student-centered arts and media college in the world. The Human Resources team will take a leadership role in: providing exemplary services and support systems that will allow the College to attract, and retain qualified, talented, and motivated faculty and staff; creating and improving policies and procedures that will contribute to the administrative efficiency of the College; providing competitive benefits and compensation; offering opportunities for professional development and growth; and promoting a positive, productive, and ethical work environment.

## **Benefits**

Medical/Dental/Vision, Care ATC On-Site Clinic, Flexible Spending Accounts, Commuter Benefit Program, Long Term Care Coverage, Life and AD&D Coverage, Sick Leave, FMLA, Long Term Disability, Vacation, Jury Duty Leave, Bereavement Leave, Military Leave, Employee Assistance Program, CCC Tuition Remission Program, CIC Exchange program, Tuition Exchange Program, Tax Deferred Savings Plans, CCC Employee Retirement Plan, Workers Compensation

## **Compensation**

Job Descriptions, Job Evaluation & Classification, Position Management

## **Employee Relations**

Coaching & Counseling Services, Employee Complaints & Grievances, Performance Management

## **Employment Services**

Recruitment Plans, Advertisement & Job Posting, Search Budget & Resource Information, Search Committee Assistance, Resume Screening, Interview & Selection Process, On-Campus Interview Arrangements, Hiring Foreign Nationals, Reference & Background Checks, Offers of Employment, House-Hunting & Relocation Assistance, Candidate & Department Expense Reimbursement, Hiring Process, Promotions, Transfers, Temporary Personnel Requests, Exit Interviews

## **New Employee Orientation**

Overview of Columbia College Chicago, Benefits & Technology Information

## **Policies & Procedures**

Employment related policy and procedure information

## **Training & Development**

Personal & Professional Development Workshops, Employee Recognition Programs

## **Recommended Web Sites**

CCC CAREER OPPORTUNITIES

<http://web2.colum.edu/hr/>

HUMAN RESOURCES SITE/IRIS (ON CAMPUS ONLY)

<https://iris.colum.edu/hr/default.aspx>