



MMA-Suffolk Municipal Human Resources Seminar

Fall 2024 Session

Class Times: Five Friday sessions, 9:00AM- 4:00PM; last class includes graduation remarks

Dates:

	Seminar Dates	Application Deadline	Admissions Decision
Fall 2024	September 20, 27, October 4, 11, and 18	June 30, 2024	Mid-July 2024

Location: Virtual via Zoom

Who: Municipal employees interested in furthering their career in municipal human resources, employees who are new to municipal human resources and/or employees who work in a municipal function with human resources adjacent-tasks.

Criteria: Must work in local government, with special consideration given to employees working in a human resources capacity or as a supervisor.

Applications require approval from the municipal manager, administrator or mayor.

This is a competitive application process. The seminar admissions committee will review all applications for each session after the application deadline. Applicants will be notified of their status via email. In the event you are accepted and a spot is not available for your preferred session, we will place you on the waitlist and coordinate to enroll you in a future session.

Instructor(s): Noted by Class

Cost: \$875

COURSE REQUIREMENTS:

Students in the course are expected to attend all sessions, participate in class activities and complete all course assignments. Students will complete a portfolio of their work. Non-credited.

COURSE DESCRIPTION:

This seminar course is designed to provide an overview of municipal human resources within Massachusetts cities and towns.

For more information visit mma.org or contact Katie McCue at 617-426-7272 ext. 111 or kmccue@mma.org



OBJECTIVES:

Students in the course will obtain instruction in the structure and components of municipal human resources management, including but not limited to, hiring, retention, compensation & benefits, employee reviews and evaluations, and more. Students will review best practices in local government human resources management.

READINGS AND LEARNING RESOURCES: to be provided by Suffolk University.

**MMA – Suffolk Municipal Human Resources Seminar
Fall 2024 Program Application**

Seminar applications should be sent to seminars@mma.org

A completed application must include:

- This application filled out completely and signed by you;
- This application signed by your community's mayor, town administrator, or town manager;
- Your most recent resume.

Applicant Information:

Name: _____

Community: _____

Municipal department: _____

Job title: _____

Work email: _____

Supervisor's name: _____

Supervisor's email: _____

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Educational Background:

High School (name of high school and year graduated):

College (name of college, degree earned, and year graduated):

Graduate School, if applicable (name of school, degree earned, and year graduated):

Additional Questions:

1. Please describe how your current job responsibilities relate to municipal human resources:

2. What do you hope to gain from participation in this seminar?

Applicant's signature and date:

Recommendation: I recommend this candidate for participation in the MMA-Suffolk Municipal Human Resources Seminar

Mayor, Town Manager or Town Administrator's name (please print):

Mayor, Town Manager or Town Administrator's signature and date:
