JOB DESCRIPTION

JOB TITLE: Human Resources Representative

REPORTS TO: Director of Human Resources

CLASSIFICATION: Professional I

STATUS: Part-Time, Non-Exempt

LENGTH OF EMPLOYMENT: 12 month continuing position

JOB OVERVIEW: Under direct supervision of the Director of Human Resources, coordinates the employment, application, and interview process for Faculty/Staff personnel. Will manage personnel functions to include employment applications; applicant information- such as statistical data for Affirmative Action and employee developmental training. Ability to follow directions and established procedures to ensure College is compliant with employment laws. Provide clerical support the Human Resources office with employment duties and be involved in many aspects of HR in a very hands-on method.

DUTIES AND RESPONSIBILITIES:

- Oversees, coordinates, and quality controls the recruitment and employment processes; reviews and screens employment applications/resumes, and provides guidance and assistance in all aspects of the interview and selection process and documentation
- Oversees, guides, and coordinates search committee activities; monitors and reviews documentation for compliance with Affirmative Action/Equal Opportunity compliance and adherence to College recruitment and hiring procedures
- Assist with training needs analyses, as appropriate, help coordinate the implementation of specific training and development programs for faculty and/or staff; assist with departmental new employee orientation and associated activities
- Establishes and maintain logs, filing, and recordkeeping systems, and ensures that all relevant departmental records are complete, accurate, and up-to-date; performs data entry and maintains various computer databases
- Receives approved Open Position Requests (OPR) for recruitment and processes in a timely manner
- Prepares notices of vacancies within established time periods and according to established guidelines and procedures
- May verify employment history and status or other screening requirements-check references of prospective employees
- Assist with analyzing job tasks to create efficient job descriptions
• Perform a wide variety of typing assignments, which are sometimes confidential in nature; operates personal computer to enter data, edit, revise and print letters, tables, new hire reports and other material
• Answer routine phone calls and take messages when appropriate
• Greets and directs visitors, as and when appropriate answer inquiries concerning open positions and applications
• Perform a range of support activities for new employee orientation, copy health insurance documents, employee benefit packages, and orientation participant documents
• Sort, screen and distribute incoming and outgoing mail, prepares photocopies and facsimiles, and operates a variety of office equipment
• Establishes, maintains, and updates records and files
• Arrange meetings and conferences, schedule interviews and appointments and performs other related HR scheduling
• Assist in creating HR supervisory and employee newsletters
• Maintain Job Description Manual with revisions, modifications, and proofreading for accurateness
• Appropriately documents personnel actions in appropriate records systems
• Properly files all paperwork
• Closes files on assigned employees (HRS-SCT)
• Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes College Comp Time Policy
• Observes policies on break and lunch periods; uses work time appropriately

The omission of certain statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Strong PC skills, including MS Office (MS Word, Excel, PowerPoint, Publisher, and Internet)
• Strong verbal and written communications skills
• Good interpersonal skills
• Excellent organizational and record keeping skills
• Customer service oriented
• Team player
• Demonstrated ability to take initiative
• Dependability and trustworthy – maintain confidential information
• Ability to work independently, prioritize and multi-task
• Must have the ability to think logically and pay close attention to detail
• Must be able to handle confidential and sensitive information, have the ability to follow directions, work alone, and have time management skills
• Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/EXPERIENCE REQUIRED:
• Minimal requirement: successful completion of at least 60 college-level credit hours with at least 3-5 years of experience that is directly related to the duties and responsibilities specified
- Bachelor's degree preferred with at least 3 years of experience that is directly related to the duties and responsibilities specified
- Prior experience working in a small to medium-sized business environment

SPECIAL REQUIREMENTS:
- Must be able to bend, stoop, and lift up to 25 pounds

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: ___________________________ DATE: ___________________