



JOB DESCRIPTION

JOB TITLE: Human Resources Assistant PT

REPORTS TO: Director of Human Resources

STATUS: Part -Time

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 for 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
- 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
- Appropriately documents personnel actions in appropriate records systems
- Properly files all paperwork

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:

- Proficient in MS Office (Word, Excel, PowerPoint)
- Strong verbal, written, and interpersonal communication skills
- Highly organized with strong record-keeping and time management abilities
- Dependable, trustworthy, and able to handle confidential and sensitive information
- Customer service oriented and effective team player
- Able to work independently, prioritize tasks, and pay close attention to detail
- Demonstrated initiative with commitment to ethical and socially responsible conduct

EDUCATION/EXPERIENCE REQUIRED:

- Associate 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: _____