



Job Description

Job Title:	Human Resource Technician I	Grade:	G
Department:	Human Resources	FLSA:	Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of standard clerical duties including answering and directing phone calls and visitors, filing, distributing forms, and preparing correspondence in support of the daily operations of the Human Resources Department.

Characteristic Duties and Responsibilities:

1. Answers telephone calls; provides basic information; takes messages; screens requests for supervisor, refers to appropriate individual.
2. Assist in maintenance and filing of all employee documents for full-time and part-time employees; updates files as needed.
3. Provides applications, job descriptions and other information to applicants in person and through email.
4. Assists in the part-time new hire onboarding process by verifying documentation.
5. Prepares and sends appropriate correspondence for all applicants.
6. Assists job applicants with inquiries concerning the on-line employment applications system; refers questions or issues to the appropriate HR Analyst or supervisor.
7. Keys data into the system to update or maintain employee records.
8. Greets and directs visitors; answers inquiries or provides general information regarding policies and procedures.
9. Opens and distribute HR mail appropriately; redirects miss-directed mail to proper individuals or departments.
10. Upload and attach documents (emailed or fax) from applicants to on-line application in Cornerstone.
11. Prepares all files for part-time and full-time employees and assist in the onboarding process for new employees.
12. Prepares part-time new hire packets.
13. Under the guidance of the Executive Director Compensation and Benefits, performs various clerical tasks as well as schedule training, reserve classrooms, assist with vendors, provide assistance during open enrollments, and other administrative functions.
14. Reserves conference rooms, open and close front office and coordinate coverage for scheduled time off.
15. Perform other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to the Executive Director, Benefits and Compensation

Direction Given: No authority or responsibility for the supervision of others, project direction, or program administration

Minimum Requirements:

High school diploma or GED and one year office work experience

Knowledge, Skills, Abilities and Worker Characteristics:

- Excellent communication skills paired with a friendly, customer service orientation
- The ability to handle confidential information with absolute discretion
- The ability to interact and communicate effectively with personnel at all levels and a diverse population
- Knowledge of computers and word processing software (MS Word and Excel)
- Knowledge of standard office procedures and equipment
- Excellent organizational skills and attention to details
- Typing and data entry skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse