Human Resources Specialist - FT

Posting Details

Position Information

Position Title	Human Resources Specialist - FT
Department	Human Resources Staff
Location	Lincoln
Job Category	Support Staff
Job Type	FT
Posting Number	01785
Position End Date	

Position Summary Information

General Description of Position

Under the general direction and supervision of the Administrative Director of Human Resources, the Human Resources Specialist performs a variety of assigned technical and administrative duties to provide service, support and information to staff, faculty, students, and the public in support of the Human Resources division. This position assists the Administrative Director, Human Resources with recruiting processes, collects, compiles, and analyzes HR data, metrics, and statistics, and applies this data to make recommendations related to recruitment, retention, and legal compliance. This position also provides training to new employees and supervisors concerning HR processes and coordinates professional development activities for College employees. This is a full-time regular position.

Southeast Community College offers competitive compensation and a robust benefits package, including, but not limited to: medical/dental insurance, 403(b) retirement with College matching contribution, vision insurance, flexible spending account and tuition reimbursement. Southeast Community College also offers extensive leave plans. In addition, Southeast Community College makes available to all full-time employees the use of "Ben Dollars" (cash-in-lieu potential for certain coverage levels) to cover medical and dental premiums.

Essential Functions

1. Identify and coordinate ongoing professional development opportunities, various HR-related trainings, and performance improvement strategies. This will include managing College-wide promotional efforts such as newsletters, registration, and delivery of HR-related training topics, coordinating external trainers, and tracking and reporting of training efforts to College administration.
2. Develop reports, communications, and training for supervisors, as well as professional development goals.

Recruitment

1. Oversee reference check processes from recommended applicants for employment; process Criminal Background Check reports and coordinate drug screen testing; provide guidance of findings to HR Admin Team.
2. Lead and be responsible for conducting reference checks and employment verifications.
3. Compose advertisements and schedule publications in newspapers, professional journals, and appropriate websites.
4. Assist with developing, creating, and updating procedures for posting positions, revising descriptions, etc. for College end-users.
5. Provide a variety of support to the Administrative Director, Human Resources, and Interview Teams to provide accurate, timely, efficient, and easy-to-use processes for interviews.
6. Assist in providing guidance and expertise in hiring and interview processes to Interview Teams.
7. Assist Interview Teams in scheduling interviews.
8. Collect all Interview Team information and documents for the HR file.
9. Provide assistance as requested for New Employee Orientation and onboarding.
10. Notify the Administrative Director of Human Resources with closed postings to ensure a timely review of applicants. Assist with review of closed positions, as needed.
11. Assist with the electronic and technical components of onboarding processes to ensure a smooth and seamless transition to employment. This includes, but may not be limited to: coordinating with IT for technology services, coordination and ordering of telephone services, assignment of employee ID, etc.
12. Process employment paperwork for adjunct, part-time, and student employees.

Data Management

1. Monitor and facilitate all unemployment claims.
2. Complete and maintain records of loan forgiveness and employment verification requests. Process department invoices.
3. Assist in developing reports to help identify the best/most effective sources of recruiting and outreach based on advertising placement.
4. Create, review for accuracy, and process all Board Reports, annual salary/benefit letters, termination documentation, etc.
5. Process new hire information utilizing College technology, HR, and Payroll systems.
6. Produce informational reports as requested and at least quarterly to include: Professional Development, Performance Evaluations, etc.
7. As necessary, respond to requests for employment verification, loan information, reports, etc. in a timely and confidential manner.
8. Develop, review, and process information for the SCC Board of Governors, including Personnel Action Reports each month in coordination with the Administrative Director, Human Resources.
9. Maintain employee file/data management.
10. Recommend and research technology to recommend best practices to update processes and record maintenance.

Other

1. Serve on, and as directed coordinate, various teams and committees.
2. Continually seek to expand Human Resources and training expertise by attending conferences, workshops, programs, and seminars relating to HR and Employee Development.
3. Conduct all work with a high degree of confidentiality and professionalism in the support of initiatives, projects, efforts, and tasks relating to the Human Resources division and College Administration.
4. Promote/Support Diversity, Inclusion, Equity, and Access
   - Work toward creating a welcoming, inclusive, equitable, and productive work and learning environment, where all students, faculty members, and college employees are valued and may contribute to their full potential, regardless of their differences.
   - Make concerted efforts to implement accessible and inclusive practices and processes aimed at creating a diverse and equitable learning and work environment.

- Commit to fostering and maintaining a safe environment of respect and inclusion for students, employees, and members of the community.
- Promote and support the College's policies and programming related to access, fair employment, EEO, equity, inclusion, and diversity.

Marginal Functions

1. Perform other related duties within the division/program as assigned.
2. May be required to perform associated duties, functions, or assignments in other divisions/programs/areas as required.
3. Perform other College functions and duties as assigned.
4. Must be able to work varied days, hours, shifts, locations, and campuses as required. Work schedules (hours/days/work location) are scheduled by Southeast Community College based on the needs of the College. Work hours, shifts, days, and work locations may vary depending on the needs of Southeast Community College and are subject to modification. Emergency or scheduled special activities may require hours outside of the regular workweek.

Required Knowledge, Skills, and Abilities

1. Knowledge of and experience in business letter production, proofreading, filing, and record-keeping systems.
2. Ability to work with and maintain highly confidential and sensitive information securely and professionally.
3. Ability to handle multiple tasks, changing priorities, and work in an environment with critical demands to meet deadlines, complete work with a high level of accuracy and keen attention to detail.
4. Proficient keyboard/typing skills; word processing, spreadsheet, and database software applications such as MS Office Word, Excel, PowerPoint, and Outlook.
5. Knowledge of and experience in operating a personal computer, imaging software and scanner, spreadsheets, database, and word processing software.
6. Ability to work as a productive member of the office team using the established practices, procedures, and policies of the College.
7. Ability to work independently and prioritize multiple projects with time-sensitive deadlines and follow-up as needed and to work efficiently and effectively with limited supervision in a team-oriented environment.
8. Ability to communicate effectively in a courteous, professional manner and maintain professionalism, patience, and understanding in stressful situations.
9. Ability to work and communicate with a diverse group of students, staff, and the public.
10. Skill and ability using oral and written business communications and business etiquette.
11. Ability to consistently maintain a positive, supportive, and collaborative work style to support the goals, efforts, and decisions of the Human Resources division, Administration, and College.
12. The individual must possess the above skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

Minimum Qualifications

1. Associate's degree* in Human Resources, Business, Management, or a directly related field of study, OR two (2) years equivalent of college-level studies supplemented by post-secondary coursework in Human Resources, Management, Public Administration, or Business.
2. Three (3) years** professional-level work experience in a Human Resource, HRIS, or a professional Business capacity relating to employment and technology.

	Professional-level qualifying related work experience, (beyond the required three (3) years minimum work experience), in a Human Resources or HRIS capacity may be substituted for the listed educational requirements on a year-for-year basis.
	*Bachelor's degree in Human Resources, HRIS, Technology, Business, or Management may substitute for up to one (1) year of required work experience.
Desired Qualifications	1. Work experience in Human Resources in an Information Systems capacity. 2. Work experience in Human Resources relating to the Employment process. 3. Experience in working with HR information systems and software, particularly electronic employment applications and recruiting software systems.
Salary	$20.42 per hour
	Southeast Community College makes available to all full-time employees the use of "Ben Dollars" (cash-in-lieu potential for certain coverage levels) to cover medical and dental premiums.

Posting Detail Information

Please be advised that Southeast Community College will require a Criminal History Background Check prior to final offer.

Open Date	12/19/2023
Close Date	02/08/2024
Open Until Filled	No
Special Instructions to Applicants	
Quick Link	https://southeast.peopleadmin.com/postings/9745

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. Are you authorized to work in the United States on an unrestricted basis?
   - Yes
   - No
2. Employment Offers are conditional based upon successful completion of all Criminal Background Checks, reference verification, transcript verification (where appropriate) and employment verification. Do you agree to these conditions?
   - Yes
   - No
3. Where did you see this posting? Which newspaper, website, College site or from a friend?

   (Open Ended Question)

Applicant Documents

Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. Unofficial Transcripts

Optional Documents

1. Recommendation Letter
2. Other Document