

South Texas College

Job Announcement 2020-5041

Title: Human Resources Assistant (Part-time Temporary)

Department: Human Resources

Reports to: Assistant Director of Human Resources

Pay Grade: Part-time

Salary Range: Minimum \$10.34/Hour

Campus: Pecan Plaza

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Human Resources Assistant interacts with the public and College employees and performs a wide variety of customer service and office support functions including responding to inquiries, providing information to applicants regarding the application process, and providing general information and assistance to the public and College employees regarding employment policies and procedures and the institution.

Specific Duties and Responsibilities

Essential Functions:

1. Interacts with the public and College employees and provides exceptional customer service.
2. Performs a wide variety of customer service and office support functions including responding to inquiries, providing information to applicants regarding the application process, and providing general information and assistance to the public and College employees regarding employment policies and procedures and the institution.
3. Reviews and processes employment applications.
4. Assists applicants in explaining the application process and completing employment applications.
5. Notifies applicants on missing documents and information on employment applications.
6. Compiles and files data related to applicants and/or positions.
7. Reviews completed onboarding documents for new hire, returning and transferring employees for accuracy and completion and issues Report to Work Authorization forms.
8. Assists with answering incoming calls and emails, directing calls to the appropriate individuals, answering general questions and taking messages; provides front desk coverage when needed.
9. Reviews Employment Eligibility Verification (Form I-9) documents for accuracy, validation, and completion following guidelines and regulations from U.S. Citizenship and Immigration Services (USCIS).
10. Assists with Employment Eligibility Verification (Form I-9) review for record retention.
11. Assists with tracking database of immigration exceptions/residency status.
12. Initiates timekeeping system set up for new and returning employees.
13. Assists with faculty and staff job fairs, as needed.

14. Prepares monthly activity, employee clearance, and other reports, as needed.
15. Travels throughout the college district, as needed.
16. Performs other duties as assigned.

Required Education and Experience

1. To qualify, one of the following must be met:
 - Associate's Degree
 - A minimum of 60 earned college hours
 - High School Diploma/GED and sixteen (16) years of relevant experience
2. At least one (1) year of human resources or professional work setting experience required.
3. Experience in a higher education institution, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, presentation, and interpersonal communication skills.
2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Working knowledge of Employment Eligibility Verification (Form I-9).
4. Familiarity with U.S. Citizenship and Immigration Services (USCIS) guidelines and regulations.
5. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
6. Ability to work independently as well as a team player within department and with others.
7. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
8. Ability to work evenings and/or weekends as needed.
9. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
10. Demonstrated commitment to achieving the vision and mission of South Texas College.
11. Ability to read and interpret instructions, short correspondence, and memos.
12. Ability to write simple correspondence.
13. Ability to effectively present information and respond to questions from groups of administrators, faculty, staff, and the general public.
14. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations.
15. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. Security Sensitive position: all applicants are subject to a criminal background check under South Texas College policy.
2. In addition, subject to federal background check.

Physical Requirements

1. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
2. Bending the body downward and forward by bending leg and spine.
3. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
4. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
5. Applying pressure to an object with the fingers and palm.
6. Perceiving the nature of sounds at normal speaking levels with or without correction.
7. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
8. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
9. Ability to make rational decisions through sound logic and deductive processes.
10. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
11. Standing particularly for sustained periods of time.
12. Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
13. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.**

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