



## **Human Resources Specialist**

### **Full-Time, Contract**

Eastern Gateway Community College invites applications for the Human Resources Specialist position. The HR Specialist will assist with all areas of Human Resources to include: recruiting, hiring, onboarding, benefits, and day to day tasks. This position will be based at our campus located in Steubenville, Ohio.

Eastern Gateway Community College offers a generous benefit package, including, medical, vision, dental, short-term/long-term disability, sick/vacation leave and life insurance. Salary is based upon experience and commensurate with our salary administration plan.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Develop and maintain a strong knowledge base of essential human resources and payroll knowledge for a public employer within the state of Ohio to assist the HR Director with day-to-day activities.
- Under direction of the HR Director, assist and coordinate the daily activities of HR services, including but not limited to: recruitment, selection and hiring process, employee inquiries; new employee orientation.
- Prepares and posts job openings on EGCC website and external sites and publications; maintains applicant search files, provides application materials to supervisors and search committees and coordinates interviews.
- Prepares personnel files of new employees.
- Prepares offer letters and contracts for new and current employees.
- Assists in handling of Benefit Administration.
- Requests all accounts for new hires: email, long distance codes, access to various databases, as well as communicate with IT to ensure proper technology is available for new hires.
- Creates employee records in HRIS and other EGCC systems.
- Assists with maintaining compliance on a College, state and federal level.
- Responsible for maintaining and creating documentation and process revisions.
- Maintains compensation and salary and personnel data.
- Attends on or off campus college meetings and serves on departmental and college committees as required or assigned by the HR Director.
- Responds to various information requests.
- Responsible for FMLA correspondence and tracking.
- Other related duties as assigned.

#### **EDUCATION & BACKGROUND:**

- Bachelor's degree in human resource management or a business related field is required. A minimum of two years of experience in a position with similar responsibilities, preferably in a public sector setting
- Excellent interpersonal communication, and organizational skills required; positive professional attitude, professional appearance and collaborative demeanor; ability to use discretion in dealing with highly confidential information; thorough knowledge of college policies and procedures; the highest level of ethical and professional behavior at all times; ability to manage multiple projects and activities simultaneously.
- Computer proficiency essential in Microsoft applications.

**SKILLS & ABILITIES:**

- Must communicate effectively in a professional manner with a diverse population.
- Ability to multi-task and must possess strong organizational skills.
- Ability to work on a team and independently.
- Should demonstrate strong attention to detail.
- Maintain a high level of confidentiality.
- Must have working knowledge of Microsoft software, experience with Excel a plus.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

**careers@egcc.edu**

\*Internal applicants should include an Employee ID number in their letter of intent.

Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.