

JOB TITLE: Human Resources Generalist – Preemployment and Onboarding

DEPARTMENT: Human Resources

LOCATION: Union Campus

REPORTS TO: Director, Human Resources

FLSA: Non-Exempt

LEVEL: 107

DATE: 7/1/20, reclassification

POSITION SUMMARY: Perform a variety of advanced administrative and coordination of support services and personnel processes for the Human Resources Department. Responsible for recruitment, job postings, responding to applicant and employee inquiries, coordinate search committee process, provide assistance with search committee interviews, coordinate student worker hiring process, new employee College onboarding orientation, new employee training, forms, reports, webpage, and maintenance of job descriptions.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of associate degree; two years related administrative and support experience; human resources experience preferred.

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor:*

- Coordinate employment recruitment for notifications of vacancies utilizing internal and external resources.
- Coordinate Search committee process which includes schedule appointments, meetings, and interviews which may include reserving meeting rooms/classrooms, organizing materials, sending out meeting notices, candidate travel arrangements, and maintaining the department calendar.
- Conduct new employee College onboarding orientation, assign, and track new employee training.
- Process and track departmental forms such as purchase orders, personnel requisitions. Update forms as needed
- Update Human Resources webpage related to pre-employment and onboarding items
- Ensure all required pre-employment and new hire paperwork is completed by new employees; prepare employee personnel files, enter employee creation work ticket.
- Greet visitors, students, and/or employees and respond to requests for information and provide assistance.
- Provide support and assistance to search committees on recruiting, interviewing, and hiring.
- Utilize the Federal E-Verify system for processing of all new and rehired employee I-9 Employment Verification.
- Process pre-employment criminal background checks and other applicable screenings.
- Maintain application materials, interview process files, and personnel files and records according to College policy and record retention laws.
- Coordinate the student worker hiring process with financial aid department.
- Responsible for answering phones, responding to voice or e-mail messages, as well as sending and receiving faxes.
- Manage distribution of all incoming and outgoing mail; screen and respond as necessary. Assemble attachments and corresponding material.
- Prepare or update employment records and employee personnel files related to hiring and onboarding training. (including production of employment contracts, appointment letters, memos to hire, checklists.)
- Establish and maintain cooperative working relationships with other employees and departments.
- Communicate college policies and procedures as necessary.
- Compose written correspondence and materials.
- Work with institutional research department to prepare IPEDS annual report.
- Assist with departmental events such as orientations, back to school week, and other special projects
- Provide information regarding job openings to current and prospective employees
- Create, update, and maintain departmental forms, reports, and staffing plan.
- Exercise utmost discretion in handling confidential matters.
- Operate with minimal guidance and be a self-directed learner who is flexible and adaptable to changing environments.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.

- Communicate effectively in a professional, tactful, and courteous manner with students, employees, faculty, and the public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of department and college policies, procedures, and practices with the ability to answer work-related questions; and/or interpret and apply these guidelines correctly in various situations; perform administrative or manual duties for the department or division; knowledge of the Family Educational Rights and Privacy Act (FERPA); ability to devise or modify methods or processes to solve specific problems; ability to manage multiple projects and work under time pressures to meet established deadlines; ability to handle confidential material judiciously; ability to work effectively in a busy environment with frequent interruptions; knowledge to troubleshoot minimal computer/software issues; excellent customer service skills; detailed-oriented with skills in proofreading materials and data entry to ensure accuracy. Ability to read, interpret and apply laws, rules, regulations, policies and/or procedures; Ability to communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing; Ability to maintain confidentiality of records; Ability to prepare clear and concise reports, correspondence and other written materials; ability to work under minimal supervision.

LEADERSHIP and COMMUNICATION SKILLS:

Ability to communicate effectively in a professional, tactful, and courteous manner with students, employees, faculty, and the public; communicate to convey or exchange general work-related information or service to internal or external customers; ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations; ability to manage interpersonal conflict situations requiring tact, diplomacy, and discretion. Ability to present materials effectively to employees; ability to manage interpersonal conflict situations requiring tact, diplomacy, and discretion; demonstrate ethical conduct and professionalism; ability to handle personnel issues in a highly confidential manner; ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning; ability to participate as a team member.

DECISION-MAKING and ANALYTICAL SKILLS:

Requires frequent decision making affecting co-workers; ability to exercise independent judgment and discretion within the scope of assigned authority; apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; adhere to college and department policies, procedures, and practices; follow technical instructions, procedure manuals, and charts to solve practical problems; ability to compose routine or specialized reports or forms and business letters; and/or ensure compliance with clear guidelines and standards; ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures and promote efficiency; ability to plan, organize and implement assigned responsibilities; perform job duties in a safe and efficient manner.

EQUIPMENT/SOFTWARE:

Utilize current College and/or department information technology equipment, software and programs, standard office equipment and department specific equipment. Proficient with Microsoft Office (Word, Excel, Outlook).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to travel locally to participate in meetings, conferences, and other activities related to the operations of the colleges. May require flexible schedule to work evenings and/or weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for

prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

POSITIONS SUPERVISED: None

EMPLOYEE SIGNATURE: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*