

Human Resources Specialist

Personnel Requisition

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Posting Number:	201100785P
Job Title:	Human Resources Specialist
Location:	Texas Township Campus
Full-Time/Part-Time:	Full Time
Pay Rate:	A minimum of \$16.96 per hour. Placement is determined upon education and relevant years of experience beyond the minimum requirements.
Position Type:	Staff
Department:	Human Resources

Job Summary: Do you approach each new situation with a positive outlook; always seeking new and creative solutions to problems or daily tasks? Are you a highly detail-oriented individual who is consistently accurate in all the work you produce? If so, than Kalamazoo Valley may have the perfect full-time opportunity for you.

This position provides confidential administrative support and processes confidential documents, records and information and serves as the entry point for inputting payroll information, completing employment paperwork and making changes in the HR/payroll systems for all employees.

Other duties include, but are not limited to:

- Prepare initial pay authorizations for staff and faculty.
- Assign job codes in Banner and create assignments, which includes account codes, FTE's, retirement information, number of paychecks, etc.
- Troubleshoot problems relating to the Human Resources/Payroll system.
- Process adjunct faculty contracts utilizing Banner Faculty Load and Compensation (FLAC) module.
- Maintain a current list of adjunct faculty and semesters taught; track receipt of student evaluations; track continuing and non-continuing status.
- Assist in the development of confidential proposals including salary scenarios and the annual salary recommendation to the Board budget committee.
- Maintain a variety of tracking systems related to HR process, including the short-term disability pool.
- Continually develop, update, and monitor both Human Resources departmental procedures and Banner Human Resources procedures.

Minimum Qualifications:

An appropriate education, training, experience, and talents are required. An example of this would be an associates degree in office administration or a related field and experience equivalent to 2 years in human resources work.

This position also requires knowledge and skills in the following areas:

- Knowledge of human resource policies and procedures.
- Knowledge of payroll practices and procedures.
- Knowledge of record keeping procedures.
- Knowledge of spreadsheets.
- Skill in multi-tasking.

- Skill in maintaining confidentiality.
- Skill in oral and written communications.
- Skill in establishing and maintaining filing systems.
- Skill in analyzing documents to determine compliance with rules, regulations and procedures.

Preferred Qualifications and Experience:

Physical Demands: No physical demands.

Work Hours: Monday - Friday, 8:00am- 5:00pm

Posting Date 10/09/2019

Closing Date: 10/23/2019

Special Instructions to Applicants:**EEO Statement**

As an employer, KVCC encourages, welcomes, and fosters differences because we believe that diversity makes us great. Diversity extends beyond race, religion, sexual orientation, gender identity, and disability, and encompasses people of all abilities, identities, circumstances, and characteristics. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we continue to enrich lives by teaching and serving our community with excellence. Prior to a job offer, candidates will be required to complete a criminal record background check. For some positions, a credit history investigation will also be required. Information gathered will be used for job-related purposes to the extent permitted by applicable law and will not result in an automatic disqualification from an employment opportunity.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. Letter of Recommendation

Optional Documents

1. Letter of Recommendation 2
2. Unofficial Transcripts
3. Professional References

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - KVCC Website (jobs.kvcc.edu)
 - Indeed.com
 - StudentAffairs.com
 - Other Online Source
 - Job Fair
 - Personal Referral
 - Other
2. * Individuals who use tobacco products will not be hired into any full-time position at Kalamazoo Valley Community College. Do you use tobacco products?
 - Yes

- o No

3. KVCC is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows: 1. A "disabled veteran" is one of the following: A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability. 2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service. 3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense. 4. An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- o I identify as one or more of the classifications of protected veteran listed above
- o I am not a protected veteran