



**Human Resources Specialist  
Full Time  
Floyd County Campus**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Human Resources Specialist to be located on the Floyd County Campus. This position will be required to travel to other campuses on a regular basis to meet operational requirements. This position will report to the Human Resources Manager. The Human Resources Specialist will assist in talent acquisition functions for an employee life cycle, such as applicant tracking, scheduling and attending interviews on various campuses, processing new hire paperwork, assist with benefit inquiries of new hires and current employees, and process terminations of employees in the HCM system. The regular hours for this position are Monday through Friday, 8:00am to 4:30pm.

**Duties/Responsibilities:**

- Posts job announcements to the required platforms
- Monitors applicant tracking in job application platform
- Provides information to candidates and employees regarding the employment application and interviewing process
- Coordinates the preparation of interviews across all departments
- Schedules and attends interviews on various campuses
- Processes new hire paperwork
- Enters new hire information in payroll system
- Provides information about employee benefits for new hires and existing employees, including flexible benefits, health benefits, and open enrollment
- Processes Background checks
- Performs E-verify on new hires
- Processes employee drug testing pool
- Coordinates terminations in the HCM system
- Coordinates special events
- Assists with FMLA and work compensation inquiries and files as needed
- Other duties as assigned

**Competencies:**

- Knowledge of human resources policies and procedures
- Knowledge of state and local policies and processes
- Knowledge of college pay and benefit processes
- Knowledge of employment processes
- Skill in the operation of computers and job-related software programs
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

**Minimum Qualifications:**

Associates Degree **\*and\*** one (1) year work related experience. Note: Experience may substitute for the degree on a year-for-year basis.

**Preferred Qualifications:**

Bachelor's Degree. Experience in Human Resources functions. Proficiency in an applicant tracking system. Knowledge of State and Federal employment laws. Excellent interpersonal, communication and organizational skills. Strong customer service skills. Ability to interact with employees at all levels throughout the organization. Proven self-starter. Knowledge of PeopleSoft HCM.

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** \$40,000

**Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

**Application Deadline:** Open until filled.

**Application Process:**

All application packets **MUST** be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

**A Unit of the Technical College System of Georgia**

## **Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).