

POSITION ANNOUNCEMENT(S)



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| **POSITION TITLE:** | **Human Resources Coordinator** |
| **POSITION DESCRIPTION:**  Under the supervision of the Director for Human Resources, responsible for providing information to employees regarding the employment application and interviewing process; composes and posts recruitment announcements and processes selection of candidates; provides information about employee benefits for new hires and existing employees, including flexible benefits, health benefits, and open enrollment; coordinates and processes Flexible Benefits packages for new employees and during open enrollment periods, prepares and conducts new hire orientation for hourly and salaried employees and prepares and maintains files and records; receives and processes criminal, credit and motor vehicle background requests; collects, verifies, maintains and records leave according to state and federal guidelines; conducts leave audits when requested by employees or managers; transfers, scans, and indexes human resources reports; reviews and processes personnel and/or position transactions, including coding for payroll, preparing separation notices; assists with disciplinary actions, processes separation notices; completes required training and other reports; coordinates programs and campaigns; responds to inquiries about the technical college/system office and its employees; coordinates human resources processes such as employment, compliance, benefits, transactions, leave, workers compensation, performance evaluations, or payroll; performs general clerical duties such as answering the phone, maintaining files and other duties as assigned. | |
| **MINIMUM QUALIFICATIONS:**   * Associate degree from an accredited college or university in related field; and * Three (3) years of full-time work related experience in a human resources in major areas of responsibilities. * Note: Experience may substitute for the degree on a year-for-year basis | |
| **PREFERRED QUALIFICATIONS:**   * Excellent communication skills * Strong people skills * Excellent with Microsoft Office * TeamWorks Human Capital Management (HCM) application experience | |
| **SALARY/BENEFITS:**  Commensurate with qualifications. | |
| **APPLICATION DEADLINE:**  Open Until Filled | |
| |  | | --- | | **TO APPLY:** Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or [employment@ogeecheetech.edu](mailto:employment@ogeecheetech.edu).  The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Office: 198C, Phone: 912.486.7607, [crikard@ogeecheetech.edu](mailto:crikard@ogeecheetech.edu). For ADA/Section 504: Sabrina Burns, Disability and Student  Support Services Coordinator, Office: 189, Phone: 912.486.7211, [sburns@ogeecheetech.edu](mailto:sburns@ogeecheetech.edu). | | As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 191, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486-7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu | | |