**Job Title:** Part-Time HR Assistant - Database Data Retrieval   
**Location:** 1 Joseph E. Kennedy Blvd, Kennedy Annex, Statesboro, GA 30458  
**Job Type:** Part-Time **Job Code:** 61723  
**Department:** Human Resources  
**Reports To:** Director for Human Resources  
**Duration:** Up to 29 Hours Weekly  
**Hourly Rate:** $15.00

**Position Overview:**

Ogeechee Technical College is seeking a detail-oriented, tech-savvy, and highly organized individual to support our Human Resources team with database-related data retrieval tasks. This part-time role is ideal for someone experienced with HR systems, data extraction, and reporting who thrives in a fast-paced, accuracy-driven environment. The successful candidate will be responsible for retrieving, reviewing, and preparing data from our Human Resources Applicant Tracking System (ATS) to support audits, reporting, and internal data requests.

**Key Responsibilities:**

* Access and retrieve personnel, payroll, and organizational data from the HR ATS database.
* Extract data from various HR modules including employee records, resumes, transcripts, and other recruitment documentseeping, and performance.
* Compile and organize data into structured reports using tools such as Excel, Google Sheets, or HRIS reporting features.
* Support HR audits by pulling data within specified timeframes and accuracy guidelines.
* Ensure data accuracy and integrity during retrieval and export processes.
* Respond to internal requests for HR data while adhering to confidentiality and privacy protocols.
* Flag and report discrepancies or issues with data to the HRIS Administrator or HR Manager.
* Maintain appropriate documentation for data queries and retrievals.
* Assist with cleaning and updating legacy data as directed.

**Qualifications:**

**Required:**

* High school diploma or equivalent; post-secondary coursework in HR, Business Administration, or IT preferred.
* 6 months of experience with HR systems or data entry/reporting in an HR environment.
* Proficient in Microsoft Excel (e.g., VLOOKUP, PivotTables) and/or Google Sheets.
* Strong attention to detail and commitment to data accuracy.
* Ability to handle sensitive HR information with the utmost confidentiality and discretion.
* Strong organizational and time management skills.
* Ability to work independently with minimal supervision.

**Preferred:**

* Experience with specific HRIS platforms such as Workday, ADP, SAP SuccessFactors, Oracle HCM, or BambooHR.
* Familiarity with basic database concepts or data querying tools (e.g., SQL or report builders).
* Prior experience supporting HR audits or compliance reporting.

**Work Schedule:**

* **Hours:** [20-29 hours per week]
* **Schedule:** Flexible within business hours ([Monday–Thursday, 9 AM–5 PM])
* **Location:** [On-site Ogeechee Technical College Main Campus]

**Additional Information:**

* This is a temporary position with no guarantee of permanent employment.
* Equipment and access to required systems will be provided as needed.
* Candidates must be legally authorized to work in the United States.

**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).

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