



ASNUNTUCK COMMUNITY COLLEGE JOB OPPORTUNITY

Human Resources Associate

Professional 3 – Management Position, Full-Time (40 hours/week),
12-month Educational Assistant

ANTICIPATED

STARTING DATE: December 2018

MINIMUM

QUALIFICATIONS:

A Bachelor's degree in human resources management, business, or a related field with three (3) to five (5) years of professional human resources experience. Incumbent must have demonstrated professional competence in the following areas: recruitment/employment, benefits administration, classification/compensation, personnel records management, and administrative support services. In addition, the incumbent must possess effective oral and written communication skills, excellent interpersonal and organizational skills, basic knowledge of relevant state and federal laws, statutes and regulations, and strong information technology literacy skills.

PREFERRED

QUALIFICATIONS:

Preference will be given to candidates with experience in a unionized public sector environment and/or higher education, familiarity with Oracle/PeopleSoft HRMS (Core-CT), ability to read and interpret collective bargaining agreements, basic knowledge of payroll procedures and operations, and familiarity with equal opportunity principles and requirements.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

Under the direction of the HR Director, the Human Resources Associate is expected to assist with the administration of the day-to-day operations of the human resources functions and duties, including but not limited to the administration of personnel policies and procedures, assisting with the recruitment and hiring process, creating employment contracts for faculty and staff, handling pre-employment background checks, conducting new hire orientations, reviewing benefit programs with employees, coordinating the performance evaluation process, maintaining personnel and training records, and performing other general administrative duties. The incumbent should be able to work independently, handle confidential and sensitive information, and become a liaison with college staff, the CSCU system, other state agencies, and the public. This position is a shared resource between Tunxis Community College and Asnuntuck Community College. This position requires traveling between locations.

SALARY RANGE:

\$53,200 approximate annual, plus excellent state health insurance, retirement, and related fringe benefits

APPLICATION

DEADLINE:

December 14, 2018

TO APPLY, PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

Only complete application packages received by the closing date will be accepted for consideration. The final candidate will be required to successfully pass a background check.

- Letter of Intent
- Resume
- Names and contact information of three (3) professional references
- Typed Board of Regents Employment Application
- Unofficial Transcripts

You may email your application package to AS-Humanresources@asnuntuck.edu

JOB CODE: HR-ASC

ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, As-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community college, 170 Elm Street, Enfield, CT 06082.