

Specialist, Human Resources  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249237>

Downloaded On: Nov. 19, 2024 10:31pm

Posted Nov. 19, 2024, set to expire Nov. 29, 2024

<b>Job Title</b>	Specialist, Human Resources
<b>Department</b>	Human Resources
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Nov. 19, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administration - Human Resources
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5813467">https://apptrkr.com/5813467</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Specialist, Human Resources**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Job Posting Title:**

Specialist, Human Resources

### **Job Description Summary:**

The Human Resource Specialist will play a key role in onboarding and assisting employees, supervisors, and candidates while supporting the recruit-to-hire process and delivering exceptional customer service in all Human Resources matters. Responsibilities include administering and maintaining applicant tracking systems, employee records, events, and other Human Resources programs, depending on the area of assignment. This role ensures efficient onboarding and HR operations while providing critical administrative support.

### **Job Description:**

#### **Description of Duties and Tasks**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Assist with the recruit-to-hire process to ensure the timely completion of hiring and onboarding procedures.

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- Conduct new hire orientations, process onboarding steps, and update correspondence as employees transition from candidates to employees.
- Process documentation for new, current, and former employees in Workday, Ellucian Colleague, and other systems.
- Track and maintain employee credentials, ensuring compliance with required certifications, licenses, and qualifications.
- Assist with processing compensation-related actions, including job offers, salary placements, and handling Workday and Ellucian Colleague data tasks.
- Assist in the review of job postings and approvals.
- Process and track employee job changes and data changes.
- Coordinate and initiate the background check process for new and existing employees.
- Initiate, maintain, and update employee files.
- Implement, track, and maintain databases for various employee information.
- Compile, analyze, and generate customized reports for administrative and external sources.
- Serve as a liaison and information resource for applicants, faculty, and staff, consulting on issues and determining resolution or referral to the appropriate party.
- Advise and counsel on human resource issues in assigned areas.
- Conduct training sessions regarding HR procedures, policies, and processes.
- Compose and edit correspondence and develop departmental forms.
- Represent the college at unemployment hearings and appeals; investigate and respond to unemployment claims.
- Assist in responding to Open Records requests.
- Provide backup to other human resource areas or assist with updating the department's website and HR materials.
- Plan, promote, and coordinate special employee events or programs and participate in employee orientation.

### **Knowledge**

Must possess the required knowledge and explain and demonstrate, with or without reasonable accommodations, that the job's essential functions can be performed.

- Administrative procedures, principles, and practices.
- Basic recruitment, employment processes, and/or compensation processes, and regulations.
- Federal and state wage and salary laws, regulations, and processes to include overtime and compensatory time.

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- Compensation and classification methodologies.
- General Human Resources practices and principles.
- Customer service principles and practices.
- Electronic files, records, and data management systems.

### **Skills**

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the job's essential functions can be performed.

- Maintaining an established work schedule. Peak periods may require evening and weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work-related information and materials.
- Establishing and maintaining effective working relationships.
- Strong attention to detail with a focus on data accuracy and validation.
- Effective communication and interpersonal skills.
- Organizational skills with the ability to manage multiple tasks and deadlines.
- Ability to maintain confidentiality of sensitive HR information.

### **Technology Skills**

- Familiarity with HR processes and procedures, particularly in data management, reporting, and HRIS systems like Workday.
- Proficiency in Microsoft Excel and the Microsoft Suite (Word, Outlook, etc.).

### **Required Work Experience**

- Two years of related work experience.

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### **Required Education**

- Associate degree.
- High school diploma or equivalent and additional full-time directly related human resources experience may be substituted on an equivalent year-for-year basis.

### **Other Preferred Qualifications**

- Certification in Human Resources such as PHR, SPHR, SHRM-CP, or SHRM-SCP.

### **Physical Requirements**

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

### **Safety**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

### **Salary Range**

\$47,840 - \$53,760

### **Number of Openings:**

1

### **Job Posting Close Date:**

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### **Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

### **Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

**To apply, please visit:** [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Specialist--Human-Resources\\_R-6940](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Specialist--Human-Resources_R-6940)

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

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