

**TOUGALOO COLLEGE**

**TOUGALOO, MISSISSIPPI 39174**

**NOTICE OF JOB OPENING**

**Human Resources Assistant**

**Position Summary:** The Human Resources Assistant reports directly to the Director of Human Resources and is responsible for performance of administrative tasks and services to support effective and efficient operations of the organization’s Human Resources Department.

**Duties:**

* Organize and conduct new employee orientation, on-boarding, and training programs
* Explain, interpret, and educate, information regarding employee benefits, programs, general policies, and procedures
* Complies with human resources related federal and state requirements
* Maintains employee records and paperwork
* Responds to employee inquiries and addresses employee concerns related to human resources including employee safety, welfare, wellness, and health
* Reconciliation of monthly benefits accounts and preparation of check requisitions
* Assist in timely posting of job announcements where applicable
* Assist in completing Verification of Employment (VOE) timely and accurately
* Completion of background checks for new hires
* Process and distribution of mail, internal and external
* Process, maintain, and document incoming Personnel Action Forms
* Assist with sensitive employee related matters and promote and maintain integrity, confidentiality, timeliness, and accuracy in performing job accountabilities
* Display the highest ethical and professional behavior in working with internal and external constituents

**Required Knowledge, Skills and Abilities:**

* Bachelor’s degree preferred or prior experience in Human Resources
* Possess excellent written and verbal communication skills
* Excellent interpersonal relationship building and employee coaching skills
* General knowledge of employment laws and pertinent HR practices, policies, procedures, rules, and regulations
* Ability to exhibit a high level of confidentiality
* Strong computer skills, proficient in MS Word, Excel, and experience in Jenzabar, as well as demonstrated skills in database management and record-keeping
* Well organized, strong attention to detail, and efficient in daily tasks

**Date of Position Opening:**  **November 17, 2022**

**Application Deadline:**  **Until position filled**

**Job Listings:** [**https://www.tougaloo.edu/about-tougaloo-college/jobs**](https://www.tougaloo.edu/about-tougaloo-college/jobs)

**Email App/Resume/Cover Letter to:** [**TougalooCareers@tougaloo.edu**](mailto:TougalooCareers@tougaloo.edu)

**Mail Documents to: Tougaloo College**

**Attention: Director of Human Resources**

**500 West County Line Road**

**Tougaloo, MS 39174**

**Fax Documents to: (601) 977-7866**

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

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