



# TOUGALOO COLLEGE

## Tougaloo, MS 39174

### NOTICE OF JOB OPENING

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#### 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 operation of the organization's Human Resources Department.

**Responsibilities:**

- 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, paperwork, and documentation
- Responds to employee inquiries and addresses employee concerns related to human resources including employee safety, operational and employment requirements, and other as directed by the Director of Human Resources
- Assist in reconciliation of monthly benefits accounts and preparation of check requisitions
- Assist in population of employee data in Ben360/Employee Navigator benefits system
- Assist in timely posting of job announcements and disbursement of applicant information to hiring managers
- Assist in completing Verification of Employment (VOE) timely and accurately
- Completion of E-Verify and background checks for new hires
- Process and distribution of mail, internal and external
- Process, maintain, and document incoming documents related to employee maintenance
- Assist with sensitive employee related matters, while maintaining integrity, confidentiality, timeliness, and accuracy
- Display the highest ethical and professional behavior in working with internal and external constituents

**Required Knowledge, Knowledge/Skills:**

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

**Date of Position Opening:** May 1, 2024

**Application Deadline:** Until position filled

**Job Listings:** <https://www.tougaloo.edu/about-tougaloo-college/jobs>

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

Physical Address:

Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174

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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