



TOUGALOO COLLEGE
Tougaloo, MS 39174

NOTICE OF JOB OPENING

Human Resources Assistant

Position Summary:

The Human Resources Assistant reports to the Director of Human Resources, as well as to the Human Resources Generalist. This position involves the application of Human Resources (HR) techniques and knowledge of a variety of departmental personnel practices, procedures, and problems and the exercise of sound professional judgement. The HR Assistant is also responsible for maintaining and supporting a professional office environment, coordinating, and performing duties to ensure the overall successful operation of the HR Department.

Responsibilities:

- Coordinate and conduct new employee orientation, on-boarding, and training programs in coordination with HR Generalist.
- Explain, interpret, and educate, information regarding employee benefits, programs, general policies, and procedures
- Comply with Human Resources related federal and state regulatory requirements
- Maintain employee records, paperwork, and documentation
- Respond to employee inquiries and address employee concerns related to human resources including employee safety, operational and employment requirements, and other as directed by the Human Resources Generalist and the Director of Human Resources
- Assist in preparation of reconciliation of monthly benefits accounts and preparation of check requisitions
- Assist in population of employee data in Ben360/Employee Navigator benefits system as well as in 403(b) retirement vendor systems
- Responsible for timely posting of job announcements and disbursement of applicant information to hiring managers
- Responsible for Verification of Employment (VOE) in a timely and accurate manner
- Assist in completion of E-Verify and background checks for new hires
- Assist in routine audits of employee documentation status and personnel records
- Responsible for maintenance of I-9 documentation status reviews as well as adherence to retention and destruction deadlines
- Responsible for completion and approval of new-hire checklist for each new-hire
- Responsible for distribution and tracking of periodic policy updates and/or annual distributions
- Responsible for maintenance of Supervisor Listing in Outlook E-Mail address book
- Responsible for continual monitoring of hr@tougaloo.edu email as well as performing appropriate distribution
- Responsible for documentation and tracking employee usage of vacation, sick, and other leave time.
- Assist with coordination and distribution of Annual Benefits Open Enrollment materials
- Process and distribution of mail, internal and external, as well as distribution of office supply orders
- Process, maintain, and document incoming documents related to employee maintenance
- Process maintenance requests in College Facilities Maintenance system

- Process office supplies orders in vendor system and prepare associated purchase requisition for approval by Director of Human Resources
- 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
- Perform other duties as assigned by the Director of Human Resources

Required Experience/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, Power Point 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:	December 31, 2025
Application Deadline:	Until position filled
Salary:	Commensurate with experience
Job Listings:	<u>https://www.tougaloo.edu/about-tougaloo-college/jobs</u>
**Email App/Resume/Cover Letter to:	<u>TougalooCareers@tougaloo.edu</u>
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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