



TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Human Resources Assistant

Position Summary: The Human Resources Assistant reports directly to the Director of Human Resources. Work involves the application of accepted human resources techniques and knowledge of a variety of departmental personnel practices, procedures and problems and the exercise of sound professional judgement. The Human Resources Assistant is also responsible for maintaining and supporting a professional office environment, coordinating and performing duties to ensure the overall successful operation of the Human Resources Department.

Duties:

- Promote and maintain integrity, timeliness and accuracy in performing job accountabilities
- Interprets and explain general policies and procedures
- Answer general staff questions and inquiries related to human resources
- Communicate effectively, orally and in writing
- Accurate documentation of events and inquiries
- Assist in preparing general correspondences as necessary
- Assist in timely posting of job announcements (Human Resources Bulletin Board) and timely removal
- Assist in reconciling monthly benefits accounts and prepare requisitions
- Maintain an effective Follow-Up Process/Procedure
- Record and file information on current and former employees
- Assist with Applicant tracking documentation and maintenance
- Assist/conduct New Employee Orientation training
- Assist in completing Verification of Employment (VOE) timely and accurately
- Open and process mail
- Maintain HR forms and assist with benefits open-enrollment
- Assist maintain accurate log of incoming Personnel Action Forms
- Assist with sensitive employee related matters
- 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 Knowledge, Skills and Abilities:

- Bachelor's degree preferred
- Good working knowledge and understanding of pertinent HR practices, policies, procedures, rules and regulations
- Ability to exhibit a high level of confidentiality
- Well organized and strong attention to detail
- Must be able to work independently, collaboratively, and collegially
- Computer proficient in MS Word and Excel; experience in Jenzabar
- Understanding of employment practices and policies
- Must be able to manage and prioritize a variety of tasks
- Excellent written and verbal communication skills

Date of Position Opening: June 15, 2021

Application Deadline: July 15, 2021

Salary: \$29,600.00

Email Documents to: TougalooCareers@tougaloo.edu
Please include the position you're applying for in the "Subject" line of your email.

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.

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER**