

MANCHESTER COMMUNITY COLLEGE
HUMAN RESOURCES ASSISTANT
(unclassified confidential professional position)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Connecticut State Colleges & University Employees Only
Location: Manchester Community College (Office of Labor Relations)
Job Posting No: #FT-109
Hours: Full Time Position/40 hours per week
Salary: \$45,200 - \$58,800 hiring range/Professional 2 (depending on qualification and experience)
Closing Date: February 16, 2016

Eligibility Requirement:

Demonstrated ability to understand (and apply) personnel policies and procedures in a way that meets legal and regulatory requirements and supports the College's management in their objective of sound human resource management programs. These skills and abilities normally are acquired through a combination of experience and training in human resource administration of at least four years. A bachelor's degree is required.

This position performs skilled and para-professional services in a broad range of campus-based human resource areas which can include CORE/HRIS management, knowledge of the State's CATER system, service time analysis/preparation for seniority and retirement purposes; dual employment management, fair employment practices, confidential records management, contract/retirement administration and general administrative assistance. This position is distinguished from clerical support positions by virtue of involvement in personnel practices. A demonstrated understanding of the mission of the community college and the ability to work with ethnically and culturally diverse administrators, faculty, staff and students.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position

Responsibilities:

The incumbent will be responsible for the following major functional areas:

- Assists and coordinates special projects for Retirement Management, Human Resources and Payroll
- Researches service time analysis data/reports for employees' seniority, longevity and retirement requirements
- Highly experienced using the CORE-CT HRIS system and CATER (State of CT system) and ability to meet strict deadlines regarding HR/Payroll data entry, retirement related forms and required research
- Provides excellent customer and service time research services for supervisors, faculty and staff, as well as to other CSCU system HR departments and outside State agencies
- Coordinates contract administration (PTL/NCL/ECL) each semester, including dual employment requirements
- Explains policies and procedures to the public and employees
- Analyzes and gathers data; solves problems
- Demonstrates interpersonal, oral and written communication skills
- Knowledgeable of State of CT retirement plans and assists the Director with employee retirement planning meetings, preparation of forms and in-service training on these functions
- Performs related duties as required

The incumbent must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

Application Instructions: Please reference job posting number FT-109 on application material. Incomplete application materials will not be accepted. Send letter of intent, resume, transcript (unofficial acceptable), the names of three professional references, and completed *ConnSCU Board of Regents Employment Application to:

**Human Resources Department
Manchester Community College
Great Path, SSC Building, Room 134
P.O. Box 1046 - MS #2
Manchester, CT 06045-1046**

*ConnSCU Board of Regents Employment Application available online in the Human Resources/Payroll section at:

<https://www.manchestercc.edu/form-depot/>

(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Background Checks

Manchester Community College is committed to providing a safe campus community. MCC conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.