

Norwalk Community College
Assistant in Human Resources
Full time, 12 months

- Open To:** The Public
- Location:** Norwalk Community College
- Hours:** Full Time, 40 hours a week
- Salary:** Commensurate with qualifications and experience and includes excellent medical insurance, retirement and related fringe benefits
- Closing Date:** All applications must be received by August 1, 2015

General Requirements: Demonstrated ability to understand and apply personnel policies and procedures in a way that meets legal and regulatory requirements and that supports the university's management in their objective of recruiting and retaining appropriately qualified staff and providing effective administration 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. University education in human resource management or government administration for two of those years is highly desired for personnel administration in institutions of higher learning. Assist in administration of human resource to contribute to the effective management of the College's staff. A bachelor's degree is highly preferred.

General Responsibilities: Position of the class perform skilled and para-professional services in a broad range of campus-based human resource areas which can include employment, fair employment practices, personnel records management, training administration and general administrative assistance. These positions are distinguished from clerical support positions by virtue of involvement in personnel practices such as employment or benefits administration where decisions and actions can have a material effect on present and potential staff members.

SUPERVISION: Positions in the class typically report to the Director of Human Resources. Although no staff report directly to the position, temporary or student workers may be assigned for work direction and training.

The Human Resources Assistant is accountable for providing administrative services in support of the College's academic programs through effective performance in these essential functional areas:

- Human Resources Administration
- Contract Administration
- Management of Human Resources Information Systems

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience prepare them for the responsibilities of this position and by providing appropriate references.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: For detailed instructions click on the link below.
http://norwalk.edu/dept/hr/employment_opportunities/Default.asp

Norwalk Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the college does not discriminate in employment on the basis status or criminal record. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Cheryl DeVonish, Title IX Coordinator, cdevonish@norwalk.edu 203 857 7016 and Fran Apfel, 504/ADA Coordinator, fapfel@norwalk.edu, 203 857 7192, Norwalk Community College, 188 Richards Avenue Norwalk, CT 06854.

Norwalk Community College is an affirmative action/equal opportunity employer, M/F. Protected group members are encouraged to apply.

All employment, if offered, is contingent upon proof of citizenship of eligibility under the requirements of the Immigration Reform and Control Act (IRCA) and a background screening.