

**HUMAN RESOURCES
ASSOCIATE IN HUMAN RESOURCES**

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

Open To: The Public
Location: Central Connecticut State University
Job Posting No: C14-085
Hours: 8 AM to 5 PM
Minimum Salary: \$61,185
Closing Date: May 27, 2014

Knowledge, Skills and Abilities Central Connecticut State University is seeking an experienced, energetic individual to provide professional assistance in a broad range of human resources functions to serve as the Associate in Human Resources. Responsibilities will include providing human resources services in various areas such as employment, benefits administration, employee orientation, records, and support for the University's labor relations function. This position is an unclassified confidential position.

General Experience (Required Qualifications):

- Six years'(FTE) professional human resources work experience in a unionized environment or a Bachelor's degree in human resources plus four years' (FTE) professional human resources work experience in a unionized environment;
- Demonstrated ability to understand and interpret collective bargaining agreements, regulations, policies and procedures;
- Excellent organizational and communication (interpersonal, oral and written) skills;
- Experience researching information, data collection and analysis;
- Experience with Microsoft Office suite(Word, Excel, PowerPoint, Outlook);
- Ability to work in a culturally diverse environment; and,
- Attention to detail and problem solving ability.

Special Requirement (Preferred Qualifications):

- Bachelor's degree;
 - Experience working in a human resources department in a public sector agency or higher education institution;
 - Experience working in a unionized public institution of higher education;
 - Experience with human resources information system;
 - Knowledge and experience with state and federal laws and regulations related to employment issues;
 - Experience accessing data and reports from the CORE-CT system; and,
- Working knowledge of employment benefits and services.

Substitution Allowed: Equivalent combination of training and experience may be considered.

Working Conditions: Excellent fringe benefits, including tuition waiver for employee and eligible dependents.

Application Instructions: For full consideration, applications must be received by close of business, **Tuesday, May 27, 2014**. For more information and application instructions, please go to our website: www.ccsu.edu/Jobs.