



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 9/12/2024
Revised on: 5/28/2025

Job Title	Salary Schedule	Grade	Job No.
Human Resources Assistant	E3	04	SS8846+
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of HR	Non Exempt	No	Yes

JOB SUMMARY: An employee in this classification will assist with the day-to-day operations of the Human Resources Office including recruitment, processing new employee paperwork and onboarding, database management/updates, preparing various correspondence, and performing a variety of tasks related to the human resources function.

QUALIFICATIONS:

- ◆ Two (2) years of postsecondary education with a minimum of 15 semester hours in human resources or a business-related area **required**
- ◆ Two (2) years of full-time clerical or office-related work experience **required**
- ◆ Associate's degree *preferred*
- ◆ Experience working in human resources preferred. Experience working with Banner or other similar ERP computer system *preferred*
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Excellent communication, interpersonal, and time management skills
- ◆ Attention to detail and accuracy of work; ability to multi-task and handle various situations in a professional manner; establish priorities and use critical thinking skills
- ◆ Ability to work with minimum supervision
- ◆ Ability to exercise judgment and discretion in interpreting and applying policies and procedures
- ◆ Ability to establish and maintain effective contacts with students, other employees, and the public
- ◆ Ability to maintain confidentiality of employee and office information
- ◆ Ability to keyboard at 40 correct (net) words a minute for 3 minutes
- ◆ Advanced knowledge of MS Office merge functions, graphs and formulas, and database experience (Computer Level II Exam)
- ◆ Working knowledge of office procedures; general office procedures, GSCC procedures, composition, machine transcription, and records management (Office Procedures Level II Exam)
- ◆ Exhibits initiative to pursue and learn additional tasks as needed

DUTIES:

- ◆ Assists in the day-to-day operations of the Human Resources Office.
- ◆ Assists in the recruitment and selection process; prepares and distributes job announcements and advertisements; schedules skills testing and interviews; maintains applicant database, prepares related correspondence and documents such as employment verifications, tuition waivers, and other forms as requested.
- ◆ Greet HR visitors, answer calls, and respond to inquiries by phone and in writing
- ◆ Administers support staff pre-employment and reclassification testing
- ◆ Assist in organizing and managing new employee orientation, onboarding, and training processes and programs
- ◆ Process employee paperwork and enter into Banner, NeoEd, and other systems
- ◆ Set up and maintain personnel files; maintain the security and confidentiality of all employment information, files, and documents
- ◆ Preparation of letters of appointment and tracking for adjunct and full-time employees, and assist with part-time employees as needed
- ◆ Sort, scan, and file correspondence and other documents according to established codes of records management
- ◆ Work closely with payroll office staff to ensure timely and accurate information processing
- ◆ Assist in development and preparation of reports and documents using MSOffice, Excel, Word, NeoEd, and Argos reporting software
- ◆ Prepare letters, memorandums, and other correspondence as needed
- ◆ Maintains the organizational chart
- ◆ May assist with events related to Human Resources
- ◆ Enhance professional knowledge and skills through professional development and continuing education
- ◆ Comply with all policies of the Alabama Community College System and the College.
- ◆ Assist all other positions within the department and special projects as assigned
- ◆ Performs other related duties as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching to access files or office equipment
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, printers, and copiers; ability to keyboard at 40 correct (net) words per minute
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 15 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills for interacting with employees, students, and external partners

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution
- ◆ **Travel:** Minimal travel may be required for training or professional development
- ◆ **Schedule:** Standard work hours are expected, with occasional adjustments for special projects or departmental needs
- ◆ **Interaction:** Regular collaboration with HR staff, payroll office, college employees, and the public, maintaining confidentiality and professionalism

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date