



## Job Description

Job Title: Human Resources Coordinator

FLSA Status: Non-Exempt

Grade: 6

Department: Human Resources

Reports to: Senior Human Resources Director

## Job Summary

The Human Resource Coordinator aids with and facilitates the human resource processes. This role administers employee health and welfare plans and acts as liaison between employees and insurance providers. This position resolves benefits-related problems and ensures effective use of plans and positive employee relations. The Human Resource Coordinator makes sure that certain plans are administered in accordance with federal and state regulations and that plan provisions are followed. This role provides administrative support to the human resource function, including record-keeping, file maintenance, payroll, and HRIS entry.

**Essential Functions** *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Administers health and welfare plans, including enrollments, changes, and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions.
- Completes new employee paperwork.
- Performs new employee on boarding.
- Reconciles benefits statements.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
- Assists with processing of terminations.
- Assists with the preparation of the performance review process.
- Assists with recruitment and interview process. Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process.
- Schedules meetings and interviews as requested by the SR Director of HR.
- Files documents into appropriate employee files.
- Assists or prepares correspondence as requested.
- Prepares new-employee files.
- Processes mail.
- Performs other related duties as assigned.

**Minimum Qualifications** *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- Associates degree in human resources or related field and/or equivalent experience.
- At least two years' related experience required.
- Possess a valid Class C driver's license.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

**Preferred Qualifications**

- Previous work experience consistent with the position.
- Bachelor's degree in human resources or related field.
- SHRM-CP credential preferred.

**Competencies for Successful Performance**

**Knowledge of:**

- Office procedures, methods and computer equipment and programs.
- Microsoft Office Suite or related software.
- Work safety principles and practices.
- Human resource principles, practices, and procedures.

**Ability to:**

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.
- Prioritize tasks.
- Function well in a high-paced and at times stressful environment.

**Skill in:**

- Performing various duties, frequently changing from one task to another.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.
- Verbal and written communication.
- Interpersonal and customer service.
- Organizational and attention to detail.

- Analytical and problem-solving.
- Time management with a proven ability to meet deadlines.

### **Supervisory and Management Responsibility**

- None

**Physical Demands** *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

### **How To Apply:**

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to [hrteam@gillettecollege.org](mailto:hrteam@gillettecollege.org).

### **Equal Opportunity and Affirmative Action Employer**

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, SR Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [smoore@gillettecollege.org](mailto:smoore@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.