ANNOUNCES AN OPENING IN THE EXECUTIVE VICE PRESIDENT’S AREA
HUMAN RESOURCES/AAO

POSITION: HUMAN RESOURCES SPECIALIST

DESCRIPTION OF DUTIES:
Provide the highest level of customer service by greeting internal and external customers. Answer telephone calls on a multi-line telephone system, take messages and route to appropriate individual or department. Schedule appointments and meetings for the Senior Director, Human Resources/AAO. Review the accuracy of employment applications, resumes, transcripts and other related information submitted by applicants. Follow internal procedures for Federal Workstudy (FWS) Release-to-Work practices. Maintain applicant tracking information in appropriate binder, HR database and PeopleSoft HRMS. Verify all relevant information on Appointment Requests and Recommendations for Employment. Ensure compliance with employment eligibility verification regulations (i.e. drug testing, I-9 and E-Verify). Assist in the posting of job vacancies on job board, website and other designated venues. Assist in the processing and distribution of applicant pools. Maintain personnel records and electronic databases. Ensure accurate recording of information in personnel files and related databases. Maintain archival records of employment related documents and materials. Assist in the management of the office budget and enter purchase/travel requests for the Senior Director’s approval. Perform other duties as assigned by the Senior Director, Human Resources/AAO. Regular attendance is an essential function of this position. The hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. May require some evenings and weekends.

MINIMUM QUALIFICATIONS:
Associate’s Degree or equivalent. Three (3) years work experience in a related area such as employment, human resources, supervision, customer service or management. Ability to multi-task and organize numerous projects. Excellent communication, interpersonal and organizational skills. Ability to maintain the highest degree of professionalism and the strictest of confidentiality at all times. Light lifting of up to 10 lbs and light carrying up to 10 lbs. Sufficient manual dexterity for word processing and data entry. Visual acuity sufficient to identify original documents. Ability to reach above shoulder. Periods of time spent sitting, standing, walking, kneeling, bending and stooping.

DESIRED QUALIFICATIONS:
Bachelor's Degree in Human Resources, Business Management or Business Administration. Five (5) years work experience in a field relating to Human Resources; preferably in the area of higher education.

SALARY: $27,475 - $29,075

APPLICATION DEADLINE: JANUARY 7, 2016

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON DECEMBER 15, 2015)
Must be eligible to work in the United States
An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/
HUMAN RESOURCES/AAO   (405) 733-7979
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