



POSITION ANNOUNCEMENT

Position: Human Resources Administrator

Job Description: Southwest Mississippi Community College is seeking a Human Resources Administrator to perform the daily operations in one or more major areas of the Human Resources function to include areas such as employment, classification, compensation, benefits, payroll, equal employment opportunity/affirmative action, employee relations, training and human resources information systems. The Human Resources Administrator will be required to process a payroll on a monthly basis in order to be properly trained to function in an alternate or backup capacity. Reports directly to the Vice President for Financial Affairs.

Duties and Responsibilities: Include but are not limited to:

- Maintain and update the college's personnel policies and procedures manual. Facilitate a bi-annually review of policies and procedures with legal counsel.
- Serve as a backup to the Payroll Administrator in preparing payroll checks/direct deposits for all employees. Human Resources Administrator will be required to process at a minimum one payroll per month.
- Establishes and ensures maintenance of Human Resources files and databases. Reviews and audits data accuracy and consistency. Ensures confidentiality of information as required.
- Researches, analyze, and consolidate data for reports.
- Processes and distributes employment, benefits, payroll, and other human resources documents. Verifies completeness, accuracy, and consistency of data and related reports.
- Maintain and file pre-hire paperwork such as resumes, position announcements, interview rating sheets, and other related HR paperwork. Process new hire paperwork
- Create and update pertinent recruiting materials such as program applications as needed.
- Comply with professional development in-service training as required.
- Organize and coordinate meetings and serve as a liaison with internal and external contacts.
- Initiate requisitions for Human Resources Administrator Department
- Assist in keeping up-to-date personnel files on all employees, paper and electronically. Act as the official record keeping office with regard to personnel files.
- Maintain both active and inactive employee files with regard to required forms and documentation. Respond as necessary to requests for verification of employment, in writing and via telephone.
- Schedule and conduct new employee orientations as necessary, group and individual.
- Oversee hiring processes and procedures making certain they are in accordance with board policies and state and federal law.
- Prepare, update and maintain job descriptions for all personnel.
- Construct, recommend and maintain salary guides/scales for faculty, support and professional personnel.
- Act as the College's EEOC contact.
- The duties and responsibilities listed is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned.

Qualifications/Experience: **REQUIRED:** Bachelor's Degree and five years of direct experience in human resources (two years of which must have been in a lead or supervisory capacity) AND two years of direct experience processing payroll. **PERFERRED:** Master's Degree. Over five years of direct experience in human resources and/or payroll.

Contact: Send cover letter, resume, and application to Becky Newman, Payroll Administrator, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3841, Email: bnewman@smcc.edu.

Application Deadline: Tuesday, January 25, 2022

Non-Discrimination Statement: **Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Blake Brewer, Vice President for Student Affairs, Title IX Coordinator, 601-276-3717, 1156 College Dr., Summit, MS 39666**