

POSITION VACANCY

HUMAN RESOURCES
DEPARTMENT
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“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”

Human Resource Generalist

Posting Date: November 13, 2009

Location: May be assigned to any GTCC campus as need dictates.

Appointment Period: Contracts for regular positions are renewable each June 30th after successful completion of probationary period.

Contact Information: Human Resources

Summary:

HR Generalist will assist in HR training, data management, staffing, recruitment and staffing; background screening of prospective employees, updating job descriptions, maintaining performance management records, conducting employee orientations and customer service operations of the human resources department. Support with respect to employee relations including providing management and employees with information and practical guidance concerning HR issues, policies and procedural related matters. Assist in development, implementation of all HR policies. Handle confidential and sensitive documents and information without compromising integrity of department/college. Proactively manage the Human Resource Information System (HRIS/Datatel), to include data input, ensuring all data is accurate; prepare contracts of employment; be responsible for the continued development and effectiveness of the HR pages on the College's intranet and external HR websites and that these are kept up to date.

Qualifications: Bachelor's degree in Business Administration, Human Resources Development, Organization Development or related field required.

Minimum of three years experience as HR Generalist or equivalent exp. Knowledge of: HR policies/employment-related law, investigation procedures, benefits administration etc.

Excellent communication & computer skills utilizing a variety of software applications to include Word, Excel, PowerPoint; Colleague/Datatel exp. highly preferred.

Considerable knowledge of personnel and payroll practices/procedures. Skilled in managing multiple priorities and tasks concurrently and meeting deadlines.

Skilled in establishing and maintaining cooperative working relationships with other employee.

Ability to gather and manipulate data, analyze and draw conclusions in order to make decisions.

Application Deadline: Open until filled.

How to Apply: A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts must be attached to a completed application. *If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript. Application for Evaluation is available at International Education Evaluations, Inc.

ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE