



Savannah Technical College

**Human Resources Coordinator -**

**Job Number: HUM009I**

**Job Posting:** Jun 3, 2016 -

**Closing Date:** Ongoing

**Primary Location:** GA-Chatham-Savannah

**Number of Openings:** 1

**Job:** Human Resources

**Shift:** Day Job

**Description:**

Savannah Technical College is seeking a Human Resources Coordinator, to serve as an integral component of the college's Human Resources/Payroll team. Under general to limited supervision, the Human Resources Coordinator will be responsible for a variety of duties, which may include benefits administration, leave records management, personnel/payroll transactions, workers' compensation, performance management, recruiting, employee relations, and other human resources related functions.

Typical job duties may include, but are not limited to the following:

- Assisting with recruiting efforts, to include posting vacancies, scheduling advertising, compiling, and tracking job applications.
- Conducting new employee orientation, devising and administering training programs and presentations.
- Advising employees/supervisors, documenting and tracking employee leave under Family Medical Leave Act.
- Coordinating, completing and filing employee worker's compensation and disability claims; fostering employee return to work.
- Processing and maintaining employee attendance/absence records.
- Accurately processing and reviewing personnel, payroll, and position transactions in PeopleSoft HRMS.
- Maintaining electronic and manual personnel files and accurate, comprehensive records.
- Coordinating annual benefits enrollment and periodic benefits-related informational events.
- Advising employees and supervisors on the policies of the Technical College System of Georgia, the State of Georgia, and state/federal legislation with regards to employment matters.
- Assisting with employee drug testing operations.
- Serving on various committees, to include interview/hiring committees.
- Working in a team environment, demonstrating a positive, productive approach to accomplishing goals.
- Displaying a high level of effort and commitment to performing work, utilizing keen attention to detail, and strong organizational skills.
- Operating effectively within the organizational structure.
- Demonstrating trustworthiness and responsible behavior.
- Assisting routinely with matters of a highly sensitive or confidential nature, while maintaining discretion as appropriate.

**Minimum Qualifications**

Associate's Degree in Business, Management, or related field \*AND\* Three (3) years of experience in Human Resources, Personnel, Payroll, or closely related field.

**Preferred Qualifications**

- Bachelor's degree in Business, Human Resources, Management, or a related field from an accredited college or university.
- Five (5) years of full-time work experience in human resources.
- PHR or SPHR certification.
- Experience with Peoplesoft HRMS and BANNER is strongly desired.
- Knowledge of Microsoft Office Suite, to include a strong skill set with Microsoft Word and Microsoft Excel strongly preferred.
- Excellent written and verbal communication skills.

**Physical Demands**

The employee occasionally lifts or moves objects of a light to medium weight, and must be able to lift up to 25 pounds. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion may be utilized for data entry purposes.

### **Salary/Benefits**

Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Benefits package.

### **Application Procedure**

Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit an electronic application through [Team Georgia Careers](#), and attach cover letter and resume (incomplete submissions will not be considered). **Please include your annual salary for each position held.**

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

**Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). [Invitation to Self-Identify](#) For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, [mbanks@savannahtech.edu](mailto:mbanks@savannahtech.edu). Send written correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405. STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.