

# **HUMAN RESOURCES ASSISTANT**

Lacombe Campus

## **Job Announcement**

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled in Lacombe Campus.

**Applications will be accepted until position is filled, with preference being given to those received on or before January 10, 2021.**

**All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.**

**To apply please submit:** (1) a letter of application, (2) a resume and (3) official transcript to (for transcript to be considered official, it must be sent directly from the school/college/university to Human Resources) :

**Attention: Hiring Manager**  
**Northshore Technical Community College**  
**65556 Centerpoint Boulevard**  
**Lacombe, LA 70445**  
**Telephone number: 985-545-1215**  
**Email: [resumes@northshorecollege.edu](mailto:resumes@northshorecollege.edu)**

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## **Job Summary:**

The Human Resources (HR) Assistant handles general administrative HR duties and the duties related to the reception area of the Human Resources Office. The incumbent reports directly to the HR Director. He or she works independently or with broad supervision.

## **POSITION QUALIFICATIONS:**

1. Baccalaureate degree, or
2. An Associate degree in Business or related field plus 3 years of professional level human resources experience, or
3. Five years of full-time professional level human resources work experience, or
4. Six or more years of professional level experience in an office environment, or
5. A combination of items 3 and 4 above, amounting to at least a total of six years of professional level experience.

Applicants without a baccalaureate degree may combine work experience and college credit to substitute for the degree. College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years' full-time work experience towards the baccalaureate degree Up to 120 semester hours may be combined to substitute for the degree.

## **Required Knowledge, Skills and Abilities:**

- Ability to think both critically and creatively
- Strong interpersonal skills
- Excellent written and oral communication, and facilitation skills
- Ability to work independently

- Attention to detail
- Ability to organize and maintain paper and electronic records for efficient retrieval
- Ability to multi-task and coordinate activities to ensure timely delivery of work product
- Proficient in the use of office software including Microsoft Word, Excel, PowerPoint, and Outlook
- Ability to lead, supervise and train team members
- Ability to maintain the highest standard of integrity and observe confidentiality.
- Ability to establish and maintain good working relationships with coworkers, system office staff, vendors and others in order to meet work goals
- Ability to drive own or other vehicle to various locations as needed

**KNOWLEDGE** is required to perform advanced math and accounting methods; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.

**ABILITY** is efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and Banner. Communicate effectively and appropriately. Maintain confidentiality of records and information. Interact in an effective and appropriate manner with diverse populations, the College community and the public. Detect and correct grammatical and spelling errors in written correspondence. Maintain files accurately, in paper and in software programs. Handle multiple tasks simultaneously. Effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner. Schedule, administer and/or score various national, state and local standardized tests. Accurately prepare and process records, requisitions and reports. Properly maintain budgetary accounting records. Respond to and work effectively and efficiently in a multi-tasking environment. Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills.

**Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

**Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. May be required to stand, bend, and squat as well.

### **INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

Exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, course of convictions and tolerance for ambiguity. Demonstrated behavioral expectations include:

- Unquestioned integrity and trustworthiness
- Commitment to the College's mission and strategic plan, as well as missions and strategic plans for each campus/site
- Ability to work with cross-functional teams and to foster teamwork.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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**Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.