



## **POSITION ANNOUNCEMENT**

### **ABOUT AUGUSTA TECHNICAL COLLEGE**

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development of its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

### **ABOUT AUGUSTA, GEORGIA**

Augusta, GA is a regional center for advanced manufacturing, biotechnology, cyber security, and medicine. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Place in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at Augusta National Golf Club and being the hometown of recording artist, James Brown. The region offers a wonderful live, work, play environment with assets such as the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and the US Army Cyber Center of Excellence at Fort Gordon.

### **ABOUT THE POSITION**

**Position: Human Resources Generalist (Full-time)**

**JOB COD: 16137**

**Campus Location:** Augusta Campus

**Salary:** Commensurate with education and work experience.

### **JOB SUMMARY**

The Human Resources Technician is responsible for providing administrative and technical support to one or more functional areas within Human Resources.

### **MAJOR DUTIES**

- Prepares and conducts new hire orientation for hourly and salaried employees and prepares new files;
- Coordinates and processes the enrollment of new and existing employees into flexible benefits during open enrollment periods;
- Verifies and enters personnel transactions for hourly and salaried employees;
- Coordinates programs and campaigns;
- Processes separation notices;
- Performs payroll duties, such as processing and issuing paychecks, statements of earnings and deductions, and reconciles payroll discrepancies;
- Assists with the design and execution of special events, projects and activities;
- Oversees the record management function including maintenance, retention, transfer, and disposition of personnel records and files;
- Prepares personnel action forms for new employees, salary increases, terminations, etc.;

- Identifies current and prospective staffing requirements; prepares and posts notices and advertisements, and manages electronic job center;
- Conducts leave audits when requested by employees or managers;
- Receives and processes criminal, credit and motor vehicle background requests;
- Transfers, scans and indexes human resources and payroll reports;
- Performs general clerical duties such as answering the phone, maintaining files and other related duties; and
- Other duties as assigned.

### MINIMUM QUALIFICATIONS

Associate Degree \*and\* Three (3) years of work related experience

### PREFERRED QUALIFICATIONS

A bachelor's degree from a regionally accredited postsecondary college or university in human resources or closely related field. At least three (3) to five (5) years of full-time related work experience is required.

### COMPETENCIES

- Knowledge of human resources policies and procedures
- Knowledge of employment processes
- Skill in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

**APPLICATION DEADLINE:** The position will remain open until filled. All applications packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: 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.**

*A Unit of the Technical College System of Georgia*

### Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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