



Human Resources Manager Full Time Floyd County Campus

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of a Human Resources Manager to be located on the Floyd County Campus and may be required to regularly travel to other campuses to meet operational requirements. This position will report to the Director of Human Resources. This position is responsible for overseeing the talent acquisition and training functions of the Human Resources Department and is a supervisory role.

Duties/Responsibilities:

- Oversees talent acquisition and professional development for the college
- Acts as a back up to the HR Specialists and Professional Development Trainer
- Serves as a secondary capacity for any absence of the Director of Human Resources, including signatures
- Serves as the Open Enrollment Benefits Coordinator, Complaint Coordinator for the college and on various committees as assigned
- Oversees benefit enrollment, creation of job descriptions, recruiting, interviews, drug testing, background checks, special events and the employee termination process.
- Coordinates Worker's Compensation claims and FMLA documentation
- Oversees annual MVR checks for all employees
- Assists Director of Human Resources with performing research and analysis of annual required college reports
- Participates in strategic planning
- Other duties as assigned

Competencies:

- Knowledge of Human Resources management practices
- Knowledge of state and local policies and processes
- Knowledge of state and federal employment laws
- Knowledge of records retention practices
- Skill in the operation of computers and job-related software programs
- Decision making and problem-solving skills
- Skill in interpersonal relations and in dealing with all levels of an organization
- Oral and written communication skills
- Analytical skills
- Ability to supervise and advise staff and proven leadership ability in high-pressure situations

Minimum Qualifications:

Bachelor's degree from an accredited college or university in related area *and* Two (2) years of full-time experience in a position directly related to the performance of the job.

Note: Experience may substitute for the degree on a year-for-year basis.

Preferred Qualifications:

Master's degree in Human Resources or a closely related field from an accredited college or university. 10+ years of supervisory experience. PHR or SPHR or SHRM-CP or SHRM-SCP Certifications. Proven leader, collaborator, and working in an organization with multiple

locations. Human Resources work experience in higher education. A broad knowledge of human resources practices including onboarding, professional development, talent acquisition, employee relations, and benefits administration. Experience in strategic planning for the organization. Supervising employees in a human resources department. Involved in risk management with an organization.

Physical Demands:

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

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$65,000 - \$70,000

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

Application Deadline: Until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Linda McEntire, Floyd County Campus, Building I 101, 706-516-5184, lmcentire@gntc.edu.