

**Job Announcement**

**Position:**  Human Resource Assistant – (Part-time)

**Location**: Murphy Campus-Waco, GA

**Department:** Human Resources

**Reports to:** Senior HR Coordinator

**FLSA Designation:** Non-Exempt

**Nature of Duties:** Under supervision of the Sr. Human Resources Coordinator, the HR Assistant will cross-train on all functional areas of HR and provide administrative support as needed within the department. Duties may include administrative tasks, filing, reporting, auditing of leave records, employment verifications, assisting with credential files, onboarding, processing Federal Work Study student workers, assisting in maintaining driver records and special projects as assigned.

Hours: 29 hours per week, Monday - Friday

**Minimum Qualifications:**

* High School Diploma or GED and three years of work related experience OR Associate Degree and one year of work related experience.

**Preferred Qualifications:**

* **Previous experience working in an HR office;**
* **Previous experience in PeopleSoft or related HRIS is strongly preferred;**
* **High level of accuracy is required;**
* **Knowledge of human resources policies and procedures;**
* **Ability to maintain confidentiality;**
* **Recent experience working in Post-Secondary Education environment;**
* **Detail orientated;**
* **Proven ability to multi-task and function in a busy work environment**

**Salary/Benefits:** $12.00 per hour, 29 hours per week, No benefits

**Method of Application:** Interested candidates should apply through electronic application system at: [www.westgatech.edu](http://www.westgatech.edu)

**Note**: Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.