



Job Description Classification

Human Resources Specialist, CCV

Grade 10

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Bachelors degree in an appropriate discipline plus one to three years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

This position requires a mature self-starter who follows through with all constituents and is detail-oriented. Must feel comfortable with change and enjoy working with a diverse population. Some travel and hours outside of the normal workday are required. In addition, the person in this position must demonstrate the following abilities and characteristics:

- Demonstrated customer service skills.
- Good planning, administrative, organizational, and research skills.
- Strong Microsoft Office skills.
- Outstanding written and verbal communication skills.
- Good math skills. Understanding of reconciliation and/or tax laws is helpful, but not required.
- Previous experience in organizing and maintaining complex filing and record keeping systems, including some experience with computerized information systems.
- General understanding of higher education and/or non-profit organizational structure and administrative operations is helpful, but not required.
- Ability to work effectively with a wide variety of individuals inside and outside of the college. Must exhibit grace under pressure and handle stressful situations with tact.
- Ability to exercise confidentiality in all matters a must.

This general outline illustrates the type of work that characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.