

**TITLE:** Human Resources Associate  
**DEPARTMENT/DIVISION:** Human Resources  
**DATE PREPARED:** November 14, 2022  
**REPORTS TO:** Director for Human Resources  
**CLASSIFICATION:** Professional (Full-Time)

## **POSITION SUMMARY**

Under the direct supervision of the Director for Human Resources, the Human Resources Associate will be responsible for maintaining and organizing the daily operations of Human Resources Department and managing administrative tasks within a prescribed timeframe. This role will act as the first point of contact for a variety of customers and may have contact with sensitive, complex and confidential information.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Ensure timely and accurate processing of human resource-related forms; research and furnish employee information to authorized persons as appropriate; and answer questions related to general human resources policies, procedures, and business processes.
- Perform administrative duties such as typing, mailing, filing, faxing, and distributing correspondence.
- Instruct applicants in the appropriate applications process and handle various forms and records with strict confidentiality.
- Maintain office supplies by checking stock to determine inventory levels; anticipating needed supplies; placing and expediting orders for supplies; and verifying receipt of supplies.
- Coordinate the onboarding process for all new hires.
- Assist with open enrollment meetings and serve as a resource to employees in resolving benefits-related issues and concerns.
- Manage and maintain benefit enrollment and data entry into Empyrean and SwiftMD, retirement benefits with Flexible Benefits Administrators (FBA) ensuring accuracy, compliance, and timeliness. Serve as a front-line advisor to employees and retirees on benefits questions, life events, and other policies as applicable.
- Maintain and follow up with the Wellness program and committee chair. Manage data entry and submit documentation yearly to OKHEEI BC/BS ensuring accuracy, compliance, and timeliness.
- Ensure that new employees complete mandatory compliance training according to federal guidelines in a timely manner.
- Assist in organizing presentation materials, coordinating meetings, catering arrangements, and maintaining the HR website.
- Coordinate the human resources recruitment and interview process by scheduling in-person or Zoom interviews, conducting employment and reference checks and managing background check process.
- Handle confidential information with tact and discretion.
- Perform other functions as necessary or as assigned.

## **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other functions as necessary or as assigned.
- Work on other human resources related projects as assigned by supervisor.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Bachelor's degree in human resources, business, or related field required.
- Required minimum of five years' experience in administrative duties as defined above, in a human resource setting.
- Must possess a working knowledge of federal and state employment laws.
- Must be able to assemble, evaluate, and draw reasonable and logical conclusions from appropriate data and able to take responsible resulting actions.
- Must possess superior organizational skills with a high quality of accuracy and attention to detail in both written and verbal communications.
- Able to learn new skills quickly, solve problems effectively, and handle multiple priorities in a fast-paced office environment.
- Must possess excellent customer services skills and remain calm and speak respectfully in stressful situations.
- Must be proactive and self-directed while working professionally in a team environment to resolve issues and meet deadlines.
- High level of proficiency in Microsoft Windows environment with an emphasis on Word, Outlook, PowerPoint and Excel.
- Able to learn new software programs or databases quickly.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **December 5, 2022**, are assured of receiving full consideration. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please attach letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

**Seminole State College**  
**ATTN: Human Resources**  
**P.O. Box 351**  
**Seminole, OK 74818**

**or**

**Email all documents to: [HR@sscok.edu](mailto:HR@sscok.edu)**

*SSC in an EEO employer committed to multicultural diversity.*  
*SSC participates in E-verify.*

**Posted November 14, 2022**