



HIGHLAND COMMUNITY COLLEGE

HUMAN RESOURCES SPECIALIST

Highland Community College is accepting applications for a full-time Human Resources Specialist. This position provides complex administrative and technical support to the Human Resources function with particular emphasis on management of the recruitment process, employee benefit programs, workers' compensation and unemployment claims. The HR Specialist represents HR as the front line resource for internal and external customers. The position is responsible for providing accurate, timely data reporting, general office support, and accurate file management.

The successful candidate will possess excellent interpersonal and customer service skills, a general understanding of basic employment laws, and the ability to explain these and HR processes to internal stakeholders. Attention to detail and strong organizational skills necessary. Ability to follow through projects/assignments to completion, manage changing priorities, and communicate professionally is essential. Must have experience using software programs and databases including, but not limited to, the Microsoft Office and an HRIS. Ability to manage confidential and private information required. An Associate's degree and two years' experience in a human resources environment required.

To apply for the position, please visit our website at: www.highland.edu/employment. Application is not complete until the following materials are submitted: online application, cover letter, resume, transcripts (unofficial copies are acceptable for the purpose of application). Review of applications will begin immediately and continue until the position is filled. For an alternate application method, please contact Human Resources at 815-599-3426.

Highland Community College is an Affirmative Action/Equal Opportunity Employer committed to a policy of nondiscrimination, and encourages applications from veterans, minorities, people with disabilities and other diverse groups.