

HR Support Analyst

East Arkansas Community College is seeking nominations and applicants for the position of HR Support Analyst.

POSITION DESCRIPTION

Under direction of the Associate Vice Chancellor for People & Culture, the HR Support Analyst serves as the first line of HR contact for the Business Office, managing day-to-day HR operations.

Responsibilities include but are not limited to the following:

1. Provides HR support to employees and managers; assists with employment-related inquiries from applicants, employees and supervisors, referring complex and sensitive matters to the Associate Vice Chancellor for People & Culture.
2. Maintains and update records with accuracy, including within the employee database, benefit websites, and other related databases; conducts regular internal audits of records.
3. Oversees the recruiting process, including the requesting of positions, job posting, applicant tracking, scheduling of interviews, reference and background checking and offers of employment.
4. Conduct new hire orientation sessions for all new hires, and assists with onboarding processes.
5. Performs routine tasks required to administer and execute human resource programs including, but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; workers compensation and FMLA; and training and development.
6. Assist in the preparation of monthly, annual and ad hoc reports.
7. Submits required reports to federal and state agencies.
8. Ensures compliance with local and national regulations and applicable employment laws.
9. Fosters and maintains positive relationships with College's employees, vendors and stakeholders.
10. Assists with performance evaluations, feedback, and goal-setting for employees.
11. Collects and analyzes data; creates and tracks key performance indicators related to the HR functions.
12. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management and employment law; willingness to travel for training purposes and serve on boards and committees at the request of the Associate Vice Chancellor for People & Culture.
13. Maintains the highest standards of confidentiality with awareness of federal and state laws and employee relations.
14. Other duties as assigned.

QUALIFICATIONS, SKILLS, AND ABILITIES

- Graduation from an accredited institution of higher learning with a Bachelor's Degree in Business, Human Resources, or a related field preferred.

- Certificates & Licenses: PHR or SHRM-CP preferred
- Minimum of five (5) years' experience in Human Resources.
- Computer Skills: Advanced knowledge of Microsoft Excel, Word, Adobe Acrobat, and PowerPoint; knowledge of financial accounting or HRIS software.
- Excellent verbal and written communication skills, organizational skills and attention to detail, analytical and problem-solving skills, and interpersonal and conflict resolution skills.
- Ability to prioritize tasks and meet deadlines. Excellent time management skills required.
- Ability to act with integrity, professionalism and confidentiality.
- Ability to advise an academic workforce and contribute to employee satisfaction.
- Note: Other relevant education and experience may be substituted if applicable to the role, scope, and functions of the position.

WHAT WE OFFER

A generous benefits package with 100% health insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave.

Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 8 hours per month to 15 hours per month depending on years of service.

The opportunity to contribute to a fun, student-centric organization and to engage in meaningful work in service of others alongside other good people.

For more information on benefit plans, please visit www.eacc.edu/employment.

EXPECTED SALARY: \$45,760.00

Candidates who wish to apply should submit an EACC application, cover letter, resume' or curriculum vitae, and transcript(s) online at www.eacc.edu/employment. Documentation may also be submitted via email to humanresources@eacc.edu. Review of applications will begin immediately and continue until the position is filled. A background check and reference check will be completed prior to offer of employment.

EACC is an AA/EO employer.

WORK HOURS

Monday – Friday, 8:00 am – 4:30 pm. Must be willing to work adjusted work schedule as deemed necessary by the Chancellor or the Associate Vice Chancellor for People & Culture.