



JOB DESCRIPTION-HUMAN RESOURCES SPECIALIST

General Description/Primary Purpose: This position reports to the Human Resources Director and will be responsible for refiling personnel, confidential, and medical files. This position will also assist in on-going filing as needed and scanning all files into our storage system.

Classification: Part-Time- Temp

Salary: \$15 per hour

Appointment: Temporary, 12-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

Essential Job Functions:

1. Maintain employee records, ensuring accuracy and confidentiality in HRIS and personnel files.
2. Manage recruitment efforts, including job postings, screening, and coordinating onboarding.
3. Assist with performance management processes, including documentation and tracking of performance reviews.
4. Ensure compliance with labor laws and company policies, advising employees on relevant regulations and procedures.
5. Conduct and coordinate training sessions and employee development programs.
6. Support HR projects, including employee recognition programs and organizational changes.
7. Adheres to all institution policies and procedures and all federal and state regulations.
8. Exhibit pro-active attitudes and actions and perform job duties in a timely manner.
9. Reports to the Human Resources Director.
10. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests.
11. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
12. Accept other duties and responsibilities as assigned.

Required Knowledge, Skills, and Abilities:

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the essential job functions can be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

- Ability to use a computer and input/retrieve data.
- Ability to communicate effectively, both orally and in writing.
- Ability to accomplish job functions without direct supervision; must be self-motivated.
- Ability to handle several tasks at the same time and meet deadlines.
- Ability to use all equipment in the office, including but not limited to telephone, computer, typewriter, printers, copy machine, fax machine, etc.
- Demonstrate skills in Word, Excel, and PowerPoint as well as software and systems relevant to the Human Resource's Office.
- Ability to maintain the filing system.
- Ability to maintain an attitude of service and to respect confidentiality.

Other Ergonomic Requirements:

This position requires sufficient manual dexterity to operate all equipment within the office complex, including but not limited to telephone, computer, typewriter, printers, copy machine, Fax machine. Sufficient manual dexterity to perform computer operations throughout an 8-hour day is required. Some amount of sitting, standing, stooping, kneeling, bending, crouching, lifting, walking, climbing, reaching, and carrying are required. All individuals are required to perform these movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Part-time hours will not exceed 29 hours per week. Schedule is subject to change depending on the schedule of the employee and the needs of the department.

Qualifications:

1. **Minimum Educational Qualifications:** High school diploma or equivalent..
2. **Experience:** Office/clerical experience preferred.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of application
2. Resume
3. Unofficial college transcripts (for both undergraduate and graduate course work).
(NOTE: Official transcript(s) required upon employment.)
4. Murray State College employment application
5. Background check consent form.

Submit Application:

Human Resources
Murray State College
One Murray Campus
Tishomingo, Oklahoma 73460
humanresources@mscok.edu

Application Deadline:

Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.