



Technical Professional – Human Resources Coordinator - 400705

Start Date: Fall Semester 2014

Location: Red Rocks Community College, Lakewood, Colorado

Compensation & Benefits: \$40,000 – 44,000/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rrcc.edu/human-resources/benefits-information>.

Application Close Date: Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on October 31, 2014.

Purpose Statement

The Human Resources Coordinator serves within the human resources department in the area of student employment and payroll processing and other related human resources functions. Utilizes knowledge of Colorado Community College processes and procedures to ensure accuracy and compliance of the college.

Responsibilities

Serve as Faculty Load and Compensation (FLAC) approver for the Red Rocks Community College campus. This calls for specialization in analyzing and processing faculty and instructor workload reports while ensuring accuracy in compensation, cost-center, and other related payroll information. Researches problems and recommends solutions within improved policies and procedures through appropriate channels as required by the FLAC/Banner process. Assists affected parties in understanding system and college policies and procedures as it relates to FLAC and related areas.

Coordinate student employment program/processes. Prepares and posts jobs via RRCC student intranet/internet. Serve as liaison to affected departments across the organization to gather student job vacancies and job closing information. Maintain student employee website. Conducts part-time employee new employee orientation. Communicate with and answer inquiries from RRCC students regarding the student employment process. Prepares spreadsheets and databases to track employee related information.

Train supervisors of PT employees in HR processes. Process and enter student and hourly employment information in the RRCC Banner system. Collaborates with and serves as back-up Senior HR Coordinator, Employment and the payroll department in the process and entry of HR/payroll input. Partners with Financial Aid department in work-study employment coordination.

Position is responsible for electronic imaging of human resources documents into the college imaging system. Audit on a monthly basis I-9 forms for accuracy and compliance.

Position requires collaboration with multiple departments across the campus and internal HR team-members to analyze current processes and recommend improvement on efficiencies. Responsible for creating process maps and codifying HR and institutional processes. Responsible for exploring avenues and opportunities to strategically partner with constituencies across the college campus.

Qualifications

Minimum Qualifications: The formal equivalent of an Associate's degree. Other job related experience and/or education may be substituted for this requirement. One to two years of experiences working in the Human Resources Profession. Ability to interpret and apply administrative and department policies, regulations, and rules. Ability to utilize computer technology to access data, maintain records, review and generate reports. Requires the ability to communicate effectively with individuals from diverse backgrounds. Ability to provide excellent customer service. Ability to meet deadlines while working in a high volume environment.

Preferred Qualifications: Bachelor's degree in Human Resources, Industrial/Organizational Psychology, or related field. Certification from Society of Human Resource Management (SHRM) or other applicable certification(s). Experience working in Human Resources in a Higher Education institution.

To Apply

To apply for this position the following are required: (1) A completed RRCC employment application **(only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates)**, (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application.**

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rrcc.edu/human-resources/jobs>. Application documents may be emailed to hrjobs@rrcc.edu or mailed directly to:

Red Rocks Community College | Position Announcement

Red Rocks Community College
13300 W. Sixth Avenue, Campus Box 17
Lakewood, CO 80228-1255
Phone: 303-914-6570
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. Bill.Dial@rrcc.edu

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.