| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 10/10/2024 | FS9782 | HR Support – Employment  | FA9627 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Business Operations | Human Resources | Full-Time Support 4 | 43-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** Choose an item. | **Non-Bargaining:** [x]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [x]  | **Full-Time (40 hrs/wk):** [x]  | **Part-Time:** [ ] \_\_\_\_ Hrs/Week | **Pooled Position:** [ ]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
| --- |
| The Human Resources Department at Lansing Community College models leadership that promotes a caring, committed connection to all areas of the college and demonstrates a commitment to the diversity, inclusion, and access of all individuals. As a key part of that team, the HR Support – Employment position maintains and manages the College’s applicant tracking system and postings to internal & external job sites. The person in this position serves as a resource to hiring managers, search committees, and applicants on the functions of the applicant tracking system and HR’s employment processes. This position processes Position Approval forms from receipt of Request for Position Approval (RPA) to posting, reviewing, sourcing and closing the postings in the applicant tracking system; updates templates, emails and various other features in the applicant tracking system when necessary. The person in this position will collaborate with office administrative support to provide excellent customer service, office coverage, and efficient office operations. HR staff must work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 40  | 1 | Maintains and manages the College’s applicant tracking system and postings to both internal & external job sites, communications via the system, and all functions of the applicant tracking system. Confirms job descriptions received and posted in public workspace prior to posting positions. Serve as a resource to hiring managers, search committees and candidates on the applicant tracking system and Human Resources’ employment processes.   |
| 25 | 2 | Process Position Approval forms from receipt of Request for Position Approval to posting, reviewing, sourcing and closing the postings in the applicant tracking system. Creates and maintains electronic search files and archives them following the retention schedule. |
| 20 | 3 | Process background reports for potential new hires and communicates results to stakeholders, as well as, reconcile monthly invoice from background check vendor and maintain archives. |
| 10 | 4 | Communicates daily with department representatives and applicants regarding various tasks of the employment process. Collaborates with office administrative support to provide excellent customer service, office coverage, and efficient office operations. |
| 5 | 5 | Assists others with various HR projects when necessary and other duties as assigned by supervisor. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| • Knowledge and experience working with applicant tracking systems.* Working knowledge of computer software: Microsoft Office, BANNER, Outlook

• Proficiency with word processing• Ability to compose and edit written materials• Ability to search, collect, compile, analyze and disseminate information• Professional telephone skills• Advanced verbal and written communication skills• Conflict resolution skills• Ability to provide excellent customer service• Ability to independently perform a variety of duties and balance multiple priorities on a continuing basis• Ability to learn new systems and processes quickly• Ability to prioritize and schedule several meetings and schedules• Ability to interact effectively with both internal and external customers• Manage work load in a fast-paced environment• Ability to be proactive regarding office matters • Ability to be flexible, analytical, and manage multiple and complex tasks• Posses the ability to work in a collaborative manner with all College staff• Ability to work with diverse populations |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required**• Associate’s Degree or an equivalent combination of education and experience.* Knowledge and/or experience working with applicant tracking systems.

• Significant work experience in an office setting. • Demonstrated experience working with diverse populations.* Demonstrated customer service experience.
* Excellent organizational, communication, and interpersonal skills.

**Preferred*** Bachelor’s Degree in Human Resources, Business or related field.
* Minimum of 3 years of general office experience.
* Demonstrated work experience in Human Resources
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Sydney Glasscoe **Supervisor’s Signature:**  **Date:** \_\_9/13/2024\_\_

**Dean/ELT’s Name:** Seleana Samuel **Dean/ELT’s Signature:** \_\_\_\_\_ **Date:** \_9/13/2024\_\_\_

**HR Rep:** Stephanie Dodge **HR Rep Signature:** \_\_ **Date:** \_9/13/2024\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to eh essential job duties for the attached job description.)*

**Position #:** FS9782 **Date:** **9/13/2024 Supervisor’s Position #:** FA9627

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[ ]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[ ]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[ ]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[ ]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[ ]  Kneeling

[x]  Reaching

[ ]  Balancing

[ ]  Crouching

[x]  Grasping

[x]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[x]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[ ]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises