

# Human Resource Generalist

## Office of Human Resources

**POSITION SUMMARY:** This position is responsible for general human resource clerical and administrative duties. These duties include maintaining employee database, pre-employment screening, applicant tracking, and administration of employment forms.

### **ESSENTIAL FUNCTIONS:**

- Prepare Employment letter for all new staff employees and graduate assistants
- Post jobs on MC Website
- Process applications
- Notification to campus departments of new employees, employee change of status, and employee separation
- Background screen new employees
- Drug screen new employees
- Quarterly random drug screen
- Annual employee directory
- Maintain Banner database
- Contact for departmental and outside requests for employment verifications
- Administration of I-9 process
- Maintenance of employee files

### **OTHER RESPONSIBILITIES:**

- Assist with maintenance of HR webpage on MC website
- Assist with New Employee Orientation
- Assist with Annual Benefit's Fair
- Assist with Employee Training
- Assist with helping employees with Benefit questions
- Assist with HR reporting responsibilities
- Other duties as assigned

### **DESIRED QUALIFICATIONS:**

- Bachelor's degree required;
- Ability to communicate with all employees
- Exceptional organizational skills
- Detail oriented
- Ability to learn HRIS software
- Working knowledge of Microsoft Office software
- Ability to keep HR information confidential
- Commitment to the vision of Mississippi College

**Reports to:** Director of Human Resources

**FSLA Status:** Exempt