ILISAGVIK COLLEGE
- EXTERNAL JOB ANNOUNCEMENT -
Posting Date: March 11, 2015
Closing Date: Until Filled

POSITION: Human Resources Coordinator
LOCATION: Barrow, Alaska
REPORTS TO: HR Director
WORK SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m.
COMPENSATION: $65,765 DOE + Benefits [EXEMPT Position]

JOB DESCRIPTION: The Human Resources Coordinator will work closely with the Director of Human Resources in planning and implementing all HR functions for the College. This position will oversee the College’s recruitment process and employee onboarding process. Other duties include: Develops and implements the College’s Human Resources [HR] policies, programs, and procedures; Provides general administrative support to the HR Director; Interprets College policies to faculty and staff; Maintains all HR files and processes HR-related paperwork; Supervises the HR Administrative Specialist position, reviews work and provides guidance; Assists in the implementation and maintenance of the College’s benefits program and evaluation processes; Conducts New Hire Orientations, administers drug tests, and coordinates the Performance Evaluation process; Produces HR reports, as needed; Investigates complaints and creates resolution options; Works with confidential information and maintains confidentiality as taking appropriate action; Oversees employee recognition program and assists with professional development programs; Participates in appropriate professional development to obtain knowledge of current HR trends, practices, and regulations and travels periodically; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Performs other duties as assigned.

REQUIREMENTS: Bachelor’s Degree in Human Resources, Social Sciences, Business, English or Organization Development; Three years of demonstrated professional administrative work experience; Specialized training and experience in employment law, compensation, employee onboarding, and performance management; Three years demonstrated professional supervisory experience; Demonstrated ability to create written reports and evidence of strong oral and interpersonal communication skills; Demonstrated ability to lead and develop staff training sessions; Excellent organizational skills; Demonstrated ability to maintain high level of confidentiality; Demonstrated organizational skills and ability to work on multiple projects at the same time; Demonstrated ability to adjust to changing priorities and deadlines; Excellent computer skills in Microsoft Word and Excel; Demonstrated ability to interact effectively in a multicultural environment; Current Department of Transportation drug testing certification or ability to obtain during first ninety [90] days of employment; Willingness to attend appropriate HR training and professional development; Ability to travel periodically; Ability to pass a pre-employment background check; Valid driver’s license.

PREFERRED: Master's degree in Human Resources, social sciences, business, English or related discipline; Five years of demonstrated professional work experience in Human Resources; Demonstrated knowledge in one or more of the following areas: post-secondary educational systems; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; ability to interpret and represent College actions and Western institutions to the NSB community; Demonstrated computer skills in PowerPoint application and Great Plains.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:
ILISAGVIK COLLEGE  P.O. BOX 749  Barrow, Alaska  99723
ATTN: Human Resources  Fax: [907] 852-3936
[Application may be downloaded via http://www.ilisagvik.edu or contact jobs@ilisagvik.edu ]

-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-