



Human Resource Office  
PO Box 70  
Pablo, MT 59855  
Toll free 877.752.6553, ext. 4985  
Direct Dial 406.275.4985

Position Vacancy  
Please Post

Salish Kootenai College seeks applicants for: <b>Human Resource Generalist</b> <b>12 month position</b>	<b>Salary Range:</b> <b>\$ 41,963 - 46,656 DOEE</b>
For a complete position description contact: <b>Human Resources, 406-275-4985</b>	Closing Date: <b>Monday November 8, 2021</b> <b>1:00 pm</b>

### General Summary:

The Human Resource Generalist is responsible for supporting the Director of Human Resources and Public Relations to provide programs and services to SKC employees.

The Human Resource Generalist provides Personnel services to full time and part time employees. Examples of responsibilities include: ensuring position descriptions are current, evaluations are on file, process faculty/staff contracts and letters of appointments. Serve as plan assistant for retirement, health, vision, dental insurance, worker's compensation, employee assistance program, and SKC Drug/Alcohol Testing policy and follow up counseling.

This position will maintain and coordinate data gathering, management and utilization of databases, and extensive knowledge of computer operations. Perform and prioritize multiple tasks with minimal supervision. **Must maintain confidentiality at all times.**

### Major Duties and Responsibilities

#### **Benefits and Plan Administration**

Assist with processing documents and information about medical insurance, vision, dental, flex and retirement programs. Communicate with retirement, health, vision and dental representatives with new enrollees, terminations, and employee information changes of benefits. Report and track employee accidents and serve as main contact with Worker's Compensation.

#### **Payroll and Records Management**

Assist with monitoring compliance with all federal, Tribal and other relevant regulations and policies. Oversee adherence to regulations and governing hiring policies. Assist with the maintenance and upkeep of SKC Employee files both hard copies and electronic computer module form.

#### **Staff Faculty Recruitment and Selection**

This position will assist in the hiring process which may include the following: advertise positions, screen and track incoming applications, schedule interviews. Maintain current job descriptions and evaluations of all employees. Track, carry out and assist the administrator, of SKC Drug/Alcohol policy.

#### **Administrative Duties**

Prepare income verifications, employment verifications, Child Support Enforcement verifications, and miscellaneous employee information requests. Maintain ongoing contacts - in person, telephone, e-mail, or Internet. Handle inquiries by routing individuals to appropriate department or administrator. Develop and

manage various projects requiring the ability to conduct research, summarize findings, make recommendations, plan and implement various types of Human Resource related projects.

#### Qualifications

- Must be highly organized and have the ability to effectively handle multiple tasks despite interruptions.
- Be effective in communicating and interpreting company policies and procedures for others and be able to make sound judgments in a timely manner.
- Strong interpersonal skills, confidentiality and demonstrated ability and commitment to work with diverse individuals and groups are a must.
- Must have the ability to compose documents, public/written communication and reports, and to perform and prioritize multiple tasks with minimal supervision.
- Competency in self-direction and judgment with ability to make sound decisions is required.

#### Minimum Qualifications

- Bachelor's degree in Business, Human Resources, or closely related field and
- 3 years successful experience in Human Resources.
- Must have working knowledge of Tribal/Federal labor laws (ADA, FMLA, etc.) and be able to effectively work with other employees, management and the general public.
- Candidate must be proficient computer systems with extensive experience in applications not limited to word processing, spreadsheets, databases, graphics, desktop publishing and other software.
- Individual must have demonstrated skill and experience with employee relations, and conflict resolution.

**To apply you must submit an SKC application, resume and applicable transcripts to Human Resources, P.O. Box 70, Pablo, MT 59855.** Your application must include evidence that you have the skills, experiences and abilities indicated in this announcement (E.I. cover letter, resume and transcripts). Information you provide will be used as deciding factors in our employment process.

As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans and women. SKC is a tribal member preference employer as set forth in SKC policy. SKC is a drug free workplace. All pre-hires must pass a drug test before formal hiring.