



08-61

DATE: August 21, 2008

POSITION: **HUMAN RESOURCES SPECIALIST I**

SALARY: \$14.50 per hour, plus excellent fringe benefits.

QUALIFICATIONS: **Required:** High school degree or equivalent; two years of secretarial/clerical experience; exceptional oral and public relations skills; and proficiency with Microsoft Office. **Preferred:** Bilingual (English/Spanish); college coursework in secretarial science; and previous Human Resources experience.

TYPICAL DUTIES: Provides administrative support for the full-time recruitment process. Prepares, organizes, and maintains position announcements and records. Seeks out appropriate venues for ad placement and places/posts employment advertisements. Schedules interviews. Administers, proctors, scores, and records tests. Checks references and coordinates background checks. Responds to applicants.

Coordinates all aspects of the part-time employee hiring process. Seeks out appropriate venues for ad placement and places/posts employment advertisements. Oversees signature process and ensures information is submitted to Payroll in a timely manner. Verifies budget codes and pay rates. Distributes Advice for Hire to part-time employees.

Provides secretarial/administrative support for department, including but not limited to, scheduling meetings and or facilities; taking minutes; composing, editing, typing, and proofing correspondence/documents; and maintaining files, records, and data. Creates, maintains, and generates a variety of technical reports. Maintains the Human Resources Department website.

Inputs information into Payroll System for all full-time and part-time employees, including associate faculty and student workers.

Provides general college and departmental specific information to staff, students, and the public orally and in writing.

Coordinates the performance appraisal process for all full-time Classified and Professional Administrative employees. Monitors the return of appraisals. Works with College leadership to ensure timely completion.

Assigns, checks, and coordinates the work of part-time employee(s).

Completes and routes purchase requisitions and work orders as assigned. Maintains supplies and materials according to established procedures.

Performs other duties as assigned..

CLOSING DATE: **September 8, 2008**

APPLICATIONS: Address applications or inquiries to:

Arizona Western College – Human Resources  
P.O. Box 929 Yuma, AZ 85366-0929  
Phone: (928) 344-7504 / Fax: (928) 317-6001 / TTY (928) 344-7629  
[Human.resources@azwestern.edu](mailto:Human.resources@azwestern.edu)  
[www.azwestern.edu](http://www.azwestern.edu)

APPLICATION

PROCEDURE: Submit the following materials:

1. Completed application (*available on-line*)
2. Resume, letters of recommendation, etc. (optional)

#### ARIZONA WESTERN COLLEGE

Arizona Western College's full-time staff includes 100 faculty, 250 adjunct faculty, 4 counselors, 96 professional/administrative, and 118 classified employees. Our staff is compensated on a salary schedule based on required qualifications. We have a generous benefit program which includes a 4-day work week; Life, Health, and Dental Insurance; Income Protection; an excellent retirement plan including State Retirement and Federal Social Security. Student enrollment at Arizona Western College is over 12,000 approximating a FTSE about 4,000.

We serve a diverse population with a service area that covers about 10,000 square miles, including centers in Yuma, Parker, San Luis and Somerton as well as the main campus.

ARIZONA WESTERN COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER  
Women, minorities, and the physically challenged are encouraged to apply