



Job Description

Job Title: Human Resources Assistant
Salary Range: N02

JTC: CTC
FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

The Human Resources (HR) assistant contributes to the accomplishment of HR practices and objectives that will provide assistance to the staff in order to meet the goals of the organization. Works under moderate supervision. Entry level position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of various employment laws and practices. Proven experience as an HR assistant, staff assistant or other relevant human resources/administrative position. Knowledge of word processing, spreadsheets, managing files and records, and other HR office practices. Proficient with email correspondence, protocol and follow-up skills.

Ability to effectively read, interpret, gather and analyze information. Experience handling confidential HR or business matters and information with discretion. Must be aware of privacy concerns and the importance of keeping information confidential. Ability to learn new tasks quickly and efficiently. Able to identify and resolve problems in a timely manner.

Able to build and maintain positive working relationships with diverse, multi-cultural individuals within the DCCCD community network; supports the team to reach common goals; listens and responds appropriately to the concern of others.

Must be organized, thorough, and able to monitor work for quality. Must be dependable, able to follow instructions, respond to management direction, and improve performance through management feedback and professional development. Ability to work accurately, with attention to detail, manage multiple priorities and demonstrate flexibility.

Must possess good interpersonal and communication skills in order to convey and/or provide a variety of material and resources to a diverse DCCCD population. Must be able to provide exemplary customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable



accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

High school diploma with one (1) year of experience as an HR assistant, staff assistant or a relevant human resources/administrative position. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides clerical and administrative support to HR personnel. Provides assistance with internal and external inquiries regarding information related to HR and/or DCCCD, as applicable. Verifies and scans documents into the District software.

Works with general employee requests regarding HR issues; maintains employee confidence and protects confidential information. May assist in the application process, records maintenance and the coordination of other related functions as assigned such as verification of employment, criminal background checks and reference checks, etc.

May be required to complete a wide variety of tasks/duties on behalf of the organization such as answering questions, opening/distributing mail, receiving and transferring phone calls, creating and distributing documents, data entry and providing customer service.

Follows guidelines and procedures to help align the workforce with the strategic goals of the organization and DCCCD. Provides administrative support to one or more HR related functions such as benefits, payroll, staffing, training and employee records, etc.

Maintains knowledge by attending educational workshops, webinars, etc. Interacts with individuals and communicates clearly, both written and orally with diverse employees, members of the HR team, and in group presentations and/or meetings. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.