Job Description
Human Resources Support Specialist

The Human Resources Support Specialist shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Director of Human Resources.

Qualifications:
Experience in Human Resources and/or payroll and an associate’s degree is preferred. The following skills are required:

- Ability to produce accurate results.
- Ability to handle confidential matters.
- Proficiency with computer based software including Word, Excel, and Windows and the ability to learn in-house computer software.
- Extensive data entry skills, spreadsheet, and word processing proficiency required.
- Proficiency with desktop calculator.
- Demonstrated customer service skills, ability to relate effectively and tactfully with all levels of the organization.
- Ability to organize and meet established deadlines, manage multiple priorities with frequent interruption.
- Ability to communicate effectively in both oral and written communications.
- Ability to work individually and as a team member.

Description:
The primary responsibility of this position is to provide backup support in payroll and human resources, including the preparation of payroll and the maintenance of employment and applicant records. Other responsibilities include assisting in the recordkeeping associated with in-house professional development program, employee recognition (years of service) and other special projects, as well as performing routine office operations. This is a salaried, non-exempt position covered by the Public Education Employee Retirement System of Missouri (PEERS).

Essential functions include:

1. Perform general clerical duties including typing, faxing, copying, filing, greeting visitors to the office, answering department phone calls, relaying messages, giving assistance as needed to provide quality customer service;
2. Be familiar with MACC policies and procedures;
3. Assure confidentiality and security of records and information;
4. Assist with processing paperwork for new hires, terminations, and employee changes;
5. Assist and provide backup support for preparation of payroll;
6. Assist and provide backup support for processing and distribution of employment applications;
7. Maintain web directory information, telephone directory, and Main Building wall directory;
8. Assist with preparation of internal reports as needed;
9. Assist with records storage and retention;
10. Perform other duties as assigned by the Director of Human Resources.