

NOTICE OF VACANCY

Position Title: Human Resources Specialist

~~~~~

**SALARY:** \$40,000 annually

**REPORTS TO:** Chief Human Resources Officer (CHRO)

**BENEFITS:** Institutional fringe package includes health, dental, & vision coverage, life insurance, FSA, and retirement plans; paid annual and sick leave.

**POSITION DETAILS:** Full-time; FLSA Exempt

**HOURS:** Monday-Friday; 8:00 AM to 5:00 PM; Flexibility outside of normal work hours may be required (if needed)

**START DATE:** June 1, 2025, or negotiable

**SUPERVISORY DUTIES:** student workers

**POSITION SUMMARY:** The HR Specialist assists in the day-to-day operations of the HR department including recruiting, onboarding, benefits, and policies implementation and administration. They foster an engaging and encouraging environment and work across departments, divisions, and schools to provide consistency in HR practices, policies, and procedures. They manage multiple projects to achieve strategic plans, goals, and operational objectives within human resources. Responsible for providing administrative support to the Chief Human Resources Officer (CHRO).

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist with staffing, recruiting, and retention of university employees
- Assist with entering and maintaining employee profiles in the Ellucian Colleague software system
- Maintain updated employee records (new hires and/or employment changes)
- Serve as the main point of contact for all hiring committees
- Post job openings to external job sites (Indeed, HigherEdJobs.com, etc)
- Assist in creating and maintaining detailed job descriptions
- Responsible for onboarding and offboarding employees
- Complete onboarding including E-Verify and background checks for all new hires
- Administer benefits and process paperwork (new hires, separations, and/or benefit changes) via benefit platforms online; Assist with open enrollment annually.
- Assist with Title IX intake and routing of AllVoices incident reports
- Assist in drafting and implementing HR policies throughout the University
- Process employees' queries, complaints, etc. and respond in a timely manner
- Provide reports as requested (UDS, IPEDS, Other)
- Track HR metrics for reporting and compliance
- Administer new hire and annual training/development using Vector software solutions

- Know and be able to provide correct information about USAO personnel & Title IX policies
- Additional HR tasks including exit interviews, stay interviews, monthly reports, monthly newsletters, regent's updates, and Drover Alert Support.
- Other HR duties as assigned.

**SKILLS & ABILITIES:**

- Ability to keep HR information confidential at all times
- Excellent oral and written communication skills
- Proficient with Microsoft Office Suite or related software
- Excellent interpersonal and decision-making skills
- Ability to critically analyze and problem solve
- Excellent time management skills; ability to meet deadlines.
- Ability to prioritize tasks, remain organized, and possess a solid work ethic
- Excellent multi-tasking skills and detail-oriented
- Ability to maintain employee and payroll documentation efficiently and confidentially.
- Comfortable working with digital tools and platforms, with a willingness to learn emerging technologies relevant to HR.

**REQUIRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Bachelor's degree in human resources, business, or related field from an accredited institution
- 1 to 3 years of prior office administration/administrative assistant experience
- Prior human resources experience

**PREFERRED QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Master's degree in related field or equivalent work experience; HR Credential (ie SHRM-CP)
- Prior HRIS administration and/or payroll experience
- Ellucian Colleague experience

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Specific vision abilities required by this job include close vision.
- Prolonged periods of sitting at a desk and working on a computer.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually low to moderate.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, a detailed resume, three (3) professional/academic references, and any necessary transcripts.

**ABOUT USAO:** The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.