



Position Title: Human Resource Coordinator	Reports to: Director of Human Resources
Department: Human Resources	FLSA Status: Non Exempt
Classification: Regular Full Time	Benefit Eligible: Yes, Full Time Benefits
Home Campus: Keshena	Posting Status: 1 st posting
Grant Funded: Not Grant Funded	Application Deadline: July 14, 2017 at 4:00 pm

Position Summary: Responsible for providing comprehensive technical support in the day to day operations of human resources for all College of Menominee Nation locations while displaying exemplary customer service skills.

Position Responsibilities & Duties:

- Coordinate the hiring and selection process including: recruitment, selection, scheduling interviews, background checks, reference checks and onboarding;
- Maintain human resource data base and employee files, including processing various forms related to documenting human resources activities;
- Schedule and conduct new hire orientation and complete applicable new hire paperwork;
- Responsible for exit process including: paperwork and exit interviews, as well as, collect relevant data for improvement suggestions from exiting employees;
- Track and generate faculty contracts;
- Coordinate and conduct personnel training including: new hire orientation, supervisor training, compliance training and develop materials for training in conjunction with and directed by the director of human resources.
- Submits workers compensation claims, follows up with injured employees and communicates appropriate corrective actions to applicable staff;
- Communicate weekly changes in payroll to the Finance Department;
- Communicate monthly employment changes to MITW human resources department;
- Serves on and provides leadership to various committees as directed by the director of human resources
- Performs other related functions as assigned.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum 2-3 years of experience with administrative processes and recruitment required.

- Associates Degree in Business Administration or closely related degree required.
- Word-processing, spreadsheet and database management computer skills are required with knowledge of Microsoft Office Software
- Demonstrated ability to handle sensitive information effectively and maintain confidentiality
- Ability to build trust with fellow employees
- Demonstrated ability to prioritize work, manage time effectively, multi-task, meet deadlines and basic project management skills.
- Excellent oral and written communication skills
- Must demonstrate well developed teamwork skills, excellent writing and verbal communication skills.
- Knowledge of applicable Federal, State, and Local legislation pertaining to personal matters.
- Must have driver's license and auto insurance, as some travel is required.

Desired Qualifications:

- PHR or SHRM-CP Certification preferred
- Bachelor's degree in Human Resources Management or related field preferred.

Physical Demands & Work Environment: Physical demands are classified as light, lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighting up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

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.

APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at <http://www.menominee.edu/careers>)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College Of Menominee Nation
Human Resources
P.O. Box 1179
Keshena, WI 54135.

And online application is available at: <http://www.menominee.edu/careers>

Posting closes at July 14, 2017 at 4:00 PM

**NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**