**South Central Kansas Special Education Cooperative #605**

**Position Title:** Human Resources Assistant

**Reports to:** Director of Special Education

**Job Summary:** The Human Resource Assistant will perform administrative tasks and services to support effective and efficient operations of the organization’s human resource department.

**Supervisory Responsibilities:** None

**Duties/Responsibilities:**

* Inputs and maintains accurate and up-to-date human resource files, records, and documentation.
* Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
* Maintains the integrity and confidentiality of human resource files and records.
* Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
* Provides clerical support to the HR department.
* May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
* Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
* Conducts or assists with new hire orientation.
* Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
* Performs other duties as assigned

**Required Skills/Abilities:**

* Excellent verbal and written communication skills
* Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
* Excellent organizational skills and attention to detail.
* Proficient with Microsoft Office Suite or related software.
* Proficient with or the ability to quickly learn payroll management, skyward, and similar computer applications.

**Education and Experience:**

* High School diploma required
* Prior related office experience preferred

**Terms of Employment:**

Work Agreement terms covering compensation, benefits, and working conditions are specified by the Board of Education’s policies, agreements and approvals.

**Application Information:**

Please Contact: Adrea Hoelting, [andrea.hoelting@scksec.com](mailto:andrea.hoelting@scksec.com), 620-672-7500, or [Click Here](https://www.scksec.com/employment)

**Equal Employment Opportunity Policy:**

SCKSEC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear, stand, walk, sit, and use hands and arms to handle, feel and reach. The employee is occasionally required to stoop or kneel and occasionally lift and move up to 50 pounds. Regular attendance on the job is expected.