



FOR QUESTIONS CONTACT:
CEI HR:
(208) 535-5495

EMAIL:
hr@cei.edu

Human Resource Specialist

Non-Exempt Status

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be the week of October 19, 2018 interested candidates are encouraged to apply *as soon as possible*.

Full-Time/ 40 hrs.

Salary Range: \$39,520 - \$43,680 annually – Plus Competitive Benefits!

Location(s): Idaho Falls

Example Job Responsibilities:

- Reporting directly to the Human Resource Executive Director, assists with the effective planning and implementation of the college's human resource services;
- Consults with and advises Human Resource Executive Director on human resources/personnel issues'
- Coordinates and facilitates recruitment and hiring processes'
- Plans, advises, and oversees employee benefit programs in collaboration with the State Office and Group Insurance'
- Recommends human resource policies and procedures'
- Ensures compliance of human resource policies, processes, and procedures with State Board of Education policies, and related state and federal law;
- Administers non-classified and faculty annual employee agreements;
- Processes and manages CEI Payroll;
- Recommends and processes classification changes.

Minimum Qualifications:

- Good knowledge of human resource administration including payroll processing;
- Good knowledge of equal employment opportunity/affirmative action concepts and legal requirements;
- Experience counseling employees on human resource matters;
- Experience interpreting and applying laws, regulations, and policies.
- Experience with recruiting
- Experience with employee benefits

Preferred Qualifications:

- Bachelor's degree in a related discipline;
- Experience working in post-secondary education environment;
- Experience in timekeeping and/or payroll processing systems;
- Professional certification such as PHR, SPHR, or SHRM-CP.

To Apply:

Electronically submit a completed application packet (**in .pdf or Word format**) to hr@cei.edu. The application packet must include the following:

1. CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.