Bishop State Community College is a state-supported, open-admission, urban community college located in Mobile, Alabama. It is the college's mission to provide students with open access to a quality and affordable education that equips them with the skills and knowledge needed to successfully enter the workforce and thrive.

The college consists of four city campuses, dedicated to serving the residents of Mobile and Washington counties in southwest Alabama.

The college is part of the Alabama Community College System, the state-supported network of two-year community, junior, and technical colleges that serves the residents of Alabama. Bishop State offers university transfer programs for students wanting to continue their education at a four-year school, or for those who seek to start careers right away, the college's one and two-year career programs can put students on the fast track to rewarding jobs.

Two major construction and renovation projects are currently underway on the Bishop State Main campus - the Advanced Manufacturing Center and the Health Sciences Facility. These projects are the first construction projects on the college campus in well over a decade. The Advanced Manufacturing Center is a $17 million project that will allow the college to train skilled workers to meet the workforce needs of businesses and industries in the Mobile service area and throughout the region. Bishop State has established strong partnerships with

businesses, industries, and organizations which will allow the college to offer programs supported by industry-experienced leaders and train on industry-approved equipment.

The $4 million Health Sciences building is a modern health sciences facility for the nursing and PTA programs. The new facility will increase opportunities for Bishop State to offer state-of-the-art simulation teaching labs that will allow skill development and real-time feedback on students' clinical experience which will support the healthcare facilities in our region.

Bishop State is committed to helping each student get the skills needed to immediately join the workforce or to pursue additional educational opportunities. This is why Bishop State is a GREAT place to start. We are Mobile's Community College!

MOBILE, ALABAMA

Bishop State is located in downtown Mobile which is located in the

southwest corner of the state on the Gulf of Mexico. With nearly 200,000 residents, Mobile is the fourth most populous city in Alabama.

Mobile is Born to Celebrate and the city is known as the Birthplace of Mardi Gras with the oldest organized Carnival celebrations in the nation. As one of the Gulf Coast's cultural centers, Mobile offers art museums, botanical gardens, a symphony orchestra, a professional opera, a professional ballet company, a host of local restaurants, and significant historic architecture from churches, homes, and buildings.

The city has public and private primary and secondary schools as well as several colleges and universities. It serves the central Gulf Coast as a regional center for healthcare services with four major medical centers. Aerospace, steel, shipbuilding, retail, services, construction, medicine, and manufacturing are the city's major industries. The Mobile Regional Airport has direct connections to four major airports.

BISHOP STATE COMMUNITY COLLEGE
Position Announcement

Internal Posting

This position is posted in compliance with Alabama Code §16-22-15.
It is the intent to place a current employee in this position.

Position: HR Generalist

Campus: Main

Minimum Requirements:
- Bachelor's degree from an accredited institution in Human Resources, Public Administration, Business Management, or Business Administration.
- Full-time experience in Human Resources.
- Two (2) years of experience in office practices and procedures using general clerical skills.

Preferred Requirements:
- Experience in the community college setting.
- Experience using the Banner system.

Required Knowledge, Skills, Abilities and Essential Job Functions:
The essential job functions listed are not comprehensive and duties and responsibilities may change without notice.
- Become knowledgeable and adhere to ACCS policies and procedures.
- Maintain Human Resources employee files and ensure completeness; follow up on missing documents.
- Maintain an accurate filing system for all applicant, employee, and other departmental related documents.
- Intake, check for accuracy, evaluate for completeness, disseminate, and maintain application packets.
- Maintain a database of all incoming applications.
- Schedule job candidates for interviews.
- Respond to employment inquiries.
- Prepare information packets on prospective employees for the Search Committee.
- Maintain assigned Human Resources Banner screens.
- Assist with personnel trainings.
- Process appropriate Argos reports as needed.
- Assist with the orientation of Faculty, Staff, and Peer Tutors.
- Organize and maintain search files.
- Administer pre-employment tests and conduct reference checks.
- Assist with the preparation of Letters of Appointment for distribution; collect and follow up on unsigned appoint letters to be filed in the Office of Human Resources.
- Maintain and purchase inventory of office supplies, equipment, etc.
- Exercise good ethical and moral principles.
- Attend College functions, as required.
- Perform year-end processes, such as pulling inactive employee files and processing them out.
- Assist in processing Human Resources and Payroll paperwork on newly hired employees.
- Process incoming and outgoing correspondence.
- Drive to attend meetings and perform job at required locations.
- Assist with the coordination of Wellness Screenings and Benefits Fair.
- Ability to maintain confidentiality.
- Ability to work independently, well under pressure, and with discretion.
- Strong interpersonal skills and work ethic.
- Proficiency in the Microsoft Office suite, including Word, Excel, Access, PowerPoint, and Outlook.
- Organizational skills and attention to detail.

- Superior English language skills to correspond both verbally and in writing, using good grammar, spelling, punctuation, and structure.
- Ability to interact with the general public in a courteous and helpful manner.
- Ability to operate office machines and equipment, including personal computers, keyboards, switchboards, calculators, multi-line telephones, copy machines, printers, and fax machines.
- Ability to work with one or more software programs and maintain familiarity with campus software requirements.
- Knowledge of conflict resolution and mediation principles.
- Ability to read, understand, and review documents for accuracy and relevant information.
- Ability to use applicable office terminology, forms, documents, and procedures in the course of the work.
- Ability to use sound judgment in following and applying appropriate laws, regulations, policies, and procedures.
- Ability to assemble, organize, and prepare data for records and reports.
- Ability to compose letters, memos, forms and charts independently.
- Ability to read, interpret, apply, and explain rules and regulations, policies, and procedures.
- Ability to communicate with peers and other staff, students, and the public in a manner reflecting positively on the department and the College.
- Ability to organize and maintain records.
- Ability to plan, organize, and complete work to meet established deadlines.
- Ability to exhibit initiative to pursue tasks.
- Serve as the primary office point of contact.
- Maintain the security and confidentiality of all employee files and documents.
- Assist in maintaining employee files and records in accordance with the College and Alabama Community College System (ACCS) guidelines.
- Perform other duties as assigned by the Director of Human Resources, Executive Vice President, and/or President.

Essential Job Functions:
Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Salary: ACCS Salary Schedule **E3-03 (40,973-$55,830)**

Application Procedure:
Position announcements and employment applications are available at www.bishop.edu and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to humanresources@bishop.edu . Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. **Only complete application packets will be given consideration for employment.**
A completed application packet consists of:

- Completed Bishop State Community College employment application (must be signed)
- Letter of interest with reference to the position announcement
- Current resume
- Applicable Transcript with conferred date (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)

Application Deadline:
A complete application packet must be received in the Office of Human Resources no later than **Friday, February 19 at 5:00p.m.** In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Other Information:
The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding