



Human Resources Specialist I

Ready to kick-start or level up your career in Human Resources? This is your chance to dive into a hands-on role where every day brings new opportunities to learn and grow! At AWC, you'll be at the heart of our dynamic HR team—supporting onboarding, payroll, and recruitment—while building the experience and skills to take your HR career to the next level.

Salary:

\$19.48– \$20.65 per hour, depending on experience.

Summary of Function:

Provides administrative and technical support for the Human Resources Department.

Typical Duties:

- Serves Students. Provides comprehensive frontline support for the Human Resources department, including managing the daily HR inbox, answering and directing high-volume phone calls, and assisting walk-in visitors. Delivers responsive, accurate, and courteous customer service to employees, students, managers, administrative staff, and the general public. Communicates effectively in person, by phone, and in writing to address inquiries related to recruitment, payroll, benefits, deductions, onboarding, and other HR-related topics.
- Coordinates and processes onboarding for Student Workers, Part-Time employees, and Full-time employees, ensuring completion of required documentation such as background checks, I-9 verification, state or federal reporting, compensation details, and benefits eligibility. Accurately processes and responds to Verification of Employment requests for Student Workers, Part-Time, Adjunct, and Full-Time employees in a timely and confidential manner.
- Processes regular and irregular compensation transactions—including stipends and special pay—by entering accurate data into the HRIS system in support of timely and accurate payroll processing. Works in collaboration with the Director of Human Resources or designee to maintain and update employee wage records, including adjustments related to grant funding, position changes, and other compensation-related update.
- Learns and develops proficiency in the institution's Applicant Tracking System (ATS) to support recruitment and hiring processes. Provides technical assistance to internal users by troubleshooting issues, answering system-related questions, and guiding users through workflows such as job postings and application reviews. Collaborates with HR leadership and IT support as needed to ensure system functionality, accuracy of data, and continuous improvement of the applicant experience. Assists in maintaining system documentation and user guides to support training and consistent use of the platform.
- Supports Human Resources functions including recruitment and talent acquisition, benefits, payroll, and compensation processes as needed.
- Engages in special projects as directed by the Vice President and Chief Human Resources Officer, Director of Human Resources, Benefits Manager or designee.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- High School degree or equivalent
- Two years of full-time experience (or equivalent) in office administration, customer service, or preferably in human resources
- Interest in pursuing a career in Human Resources; willingness to participate in ongoing HR training and development
- Bilingual language proficiency, e.g. English/Spanish, should be demonstrated on application materials. Bilingual proficiency is not required.

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

Classification:

- Non-Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 38 hours per week
- Monday-Thursday, 7:00am-5:00pm
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow and operating procedures
- Knowledge of standard HR documentation processes (e.g. I-9 forms, job descriptions)
- Knowledge of or ability to become familiar with employment laws and regulations (e.g. FLSA, FMLA, ADA, EEO)
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software and applications especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature • Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to navigate and support HR systems and databases
- Ability to utilize and support an applicant tracking system
- Ability to be flexible and supportive, positively and proactively assimilate change in rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA guidelines
- Ability to adapt to a dynamic workload and demands
- Ability and willingness to learn and stay current on HR trends, policies, and procedures
- Ability to operate relevant equipment required to complete assigned responsibilities for the position
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, community contacts, and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department or institutional needs

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking

- May lift, carry, push, and/or pull, at times, a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist

Travel:

- May be required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department and institutional needs

Note:

- Yuma Campus
 - Benefits Eligible
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APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
 - The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice
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ADDRESS INQUIRIES TO:

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Human Resources

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