



BMCC POSITION ANNOUNCEMENT

Position:	Human Resources Assistant (Part-Time; Temporary thru Oct 31, 2019)
Location:	BMCC Human Resources Department
Supervisor:	HR Director
FLSA Status:	Non-Exempt

Position Summary: Provide administrative support in all areas of HR: job analysis, recruitment and selection, compensation and benefits, training and development, performance management, and succession/separation. This position will also be involved with special projects including assisting with the management of the Project Success Internship Program, student employment programs, as well as the creation of welcome videos for BMCC's new hire orientation program.

Minimum Requirements: Associate's Degree in Business Management, Office Administration, or Computer Information Systems required. Applicant must have the ability to produce documents and spreadsheets using the Microsoft Office Suite. The applicant must know Microsoft Office, as well as, other computer programs, various electronic media, and office equipment.

To Apply: Submit cover letter, resume, transcripts, and proof of tribal enrollment (if claiming preference) to swalden@bmcc.edu. Pre-employment screening and testing may be required.

Application materials will be accepted through 12:30 p.m. on December 19, 2018.