

Human Resources Specialist Lee College

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Downloaded On: May. 1, 2025 11:04pm

Posted Apr. 30, 2025, set to expire May 11, 2025

Job Title Human Resources Specialist
Department Strategic Initiatives
Institution Lee College
Baytown, Texas

Date Posted Apr. 30, 2025

Application Deadline 05/11/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Human Resources

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Job Description

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Human Resources Specialist

Salary: \$39,124 - \$44,002

Job Type: Full-Time

Job Number: FY2300562

Location: Main Campus - Baytown, TX

Division: Strategic Initiatives

Position Overview

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Starting Salary Range is \$39,124 - \$44,002. The initial salary offer is commensurate with education and related work experience.

The Human Resources Specialist provides specialized support administering specific functions of human resources including, but not limited to, onboarding, offboarding, NEOED module management, reporting, and other HR functions.

Essential Duties & Responsibilities

Onboarding

- Manage new employee onboarding, ensuring a seamless transition for new hires and managers.
- Communicate regularly with new employees, hiring managers, other departments, etc. to ensure the successful completion of the onboarding process, answer questions and troubleshoot any issues that arise.
- Process new hires and existing employee changes in PS and NEOED.
 1. Track new hires to confirm onboarding is completed.
 2. Submit IT work orders for related tasks (e.g., requesting new hire access, updating titles or departments, etc.).
 3. Submit new hire information to Attorney General/State of Texas.
 4. Enter and edit SACS information in PS.
 5. Enter certifications/licenses & official transcripts for employees in PS and OnBase.
 6. Enter new or updated info in PS for the online directory.
 7. Send notifications to various parties.
 8. Create badges for new hires.
 9. Process VOEs.
 10. Assign contracts/forms to new employees
- Meet with new hires to help them complete paperwork.
 1. Schedule appointments for in-person paperwork.
 2. Create packets of new hire paperwork so ready for appointments or drop-ins.
- Send a monthly list of new hires to the Administrative, Staff, and Faculty Assemblies.
- Manage FT and PT New Hire spreadsheets.
- Serve as lead/point of contact for NEOED's Onboarding module.
 1. Create, manage and troubleshoot employee Onboard profiles.
 2. Ensure Onboarding module set up is appropriate and working properly.
 - Create, test, implement, assess and modify Onboarding checklists, user groups,

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- portals, reports, etc.
 - Create, test and manage e-forms,
 - Customize and set up reminders.
 - Create, update and maintain Position Lists and Position Types.
3. Troubleshoot issues as they arise and answer questions about module.
 4. Create training resources and present information to employees.

Offboarding

- Initiate offboarding process for part-time employees.
 1. Contact employees to set up exit interview time.
 2. Complete offboarding form.
 3. Coordinate with other departments to obtain security clearance.
 4. Submit IT work order to deactivate access; remove DNA access, pull I-9, etc.
 5. Enter termination row in PS - Job Data.
 6. Collect keys, equipment, uniforms and other items; notify IT.
 7. Upload exit documents into OnBase & move file to inactive cabinet.
- Create, modify and assess NEOED offboarding portal and tasks for part-time employees.

E-Forms

- Serve as lead/point of contact for NEOED's e-Form module.
 1. Ensure e-Form module set up is appropriate and working properly.
 - Create, test, implement, assess and modify electronic forms, processes, workflows, reports, etc.
 - Customize and set up reminders/notifications.
 2. Troubleshoot issues as they arise and answer questions about module.
 3. Create training resources and present information to employees.

Reporting

- Process requests for HR data.
 1. Public Information Act (PIA)
 2. IT Active Employee Audits
 3. Vet Report
 4. List of active employees
 5. Others as assigned

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- Generate HR reports and analyze key metrics to inform decision making and improve HR practices.

General Operations

- Help applicants.
 1. Answer questions people have about applying to jobs, provide information about LC and our job openings.
 2. Assist applicants with creating an account on schooljobs.com.
 3. Assist applicants with attaching documents to their current applications.
- Process stipends.
- Update organizational chart (Visio and text versions) monthly. Submit revisions (PDF and text versions) for approval and post online.
- Present information at the Student Employment and Career Services Department Supervisor Training and provide assistance as needed.
- Create training resources.
- Translate documents, messages, etc. into Spanish. Translate for Spanish speaking visitors and applicants.
- Run queries.
- Collaborate with other departments to streamline processes and resolve issues.
- Participate in training to maintain up-to-date knowledge of HR-related technology/systems, procedures and compliance requirements, advising leadership of necessary updates or changes.
- Maintain accurate and up-to-date employee records.
- File as needed.
- Purge inactive folders for employees.

Additional Duties & Responsibilities

- Assist with a variety of events and special projects within the HR Office.
- Provide backup to other Human Resources team members.
- Perform other duties as assigned.

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Minimum Education, Experience, Knowledge, Skills & Abilities

- Associate's degree or sixty (60) college hours from an accredited college or university
- One (1) year of related work
- Advanced skills in Microsoft Word, Excel and PowerPoint and an understanding of information technology and relational database applications
- Strong detail orientation and ability to multi-task with little direct supervision
- Strong judgment, decisiveness, interpersonal skills to work effectively with employees at all levels of the organization
- Ability to work under pressure with multiple interruptions and meet deadlines
- Cooperative team player in a diverse working environment
- Ability to thrive in a fast-paced, customer-service oriented, collaborative team environment
- Excellent customer service skills and interpersonal skills
- Excellent oral and written communication skills
- Ability to handle sensitive and extensive confidential data
- Problem solving skills; A high degree of independent judgement, creativity and initiative is required to resolve minor and major problems
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4894060/human-resources-specialist>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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