

**Human Resources Specialist
Central Oregon Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=264664>

Downloaded On: Oct. 30, 2025 8:31pm

Posted Oct. 30, 2025, set to expire Nov. 16, 2025

Job Title Human Resources Specialist
Department Human Resources
Institution Central Oregon Community College
Bend, Oregon

Date Posted Oct. 30, 2025

Application Deadline 11/16/2025
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

Position Number: B1183PD

Starting Wage/Salary: \$24.17-\$25.15/hour plus exceptional benefits.

Close Date: 11/16/2025

Primary Purpose:

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As one of our Human Resources Specialists at Central Oregon Community College, you will support a busy Human Resources office by helping us to hire the best people and assist prospective and current employees with questions including, but not limited to, recruiting, benefits, payroll, and HR processes.

Essential Duties and Responsibilities:

No two days are the same in this role, but here are some of the typical projects you will work on each day.

- You'll coordinate and check the status on recruitments for multiple positions from opening the posting to onboarding the new employee. While you won't own all steps (like doing the interviewing), you will be the hiring liaison, communicating regularly with hiring managers and candidates to ensure each step is completed from screening applicants, scheduling interviews, ensuring all recruitment related documents are filed, to onboarding.
- You will respond to questions from the HR email inbox and voicemail. Everyday we get 25+ questions about recruiting, hiring, employee inquiries, and HR processes/systems. You'll be part of the friendly, accurate, and confidential customer support that helps them figure it out by asking clarifying questions, providing detailed answers, and responding in a timely manner.
- You will work alongside a supportive, fun, and collaborative team that wants to help you succeed in your daily work and in solving issues quickly for people.
- You will use technology to verify, establish, and update systems for employees. You'll assist with setting up new employees, records maintenance/retention, tracking personnel evaluations, and more.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Ability to provide and maintain high levels of customer service for internal and external customers.
- Ability to maintain confidentiality at all times and exercise a high level of professionalism, tact and diplomacy.
- Ability to work with minimal supervision within a "team environment."
- Possess strong interpersonal and communication skills and be able to effectively and positively communicate with staff, faculty, and administrators.
- Ability to work independently engaging in critical thinking, problem solving and resolution, and

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skillfully organize and perform multiple tasks within expected timelines while maintaining accuracy and confidentiality.

- Ability to work with details to ensure accuracy of communications and data input.
- Ability to interface with College staff, students and the public effectively and diplomatically, both in-person, on the telephone and via email.
- Possess effective office technology, English composition, spelling and grammar skills.
- Ability to edit/maintain/add web pages using a content management system.
- Skills in organization, filing, and office protocols, including archiving (per State of Oregon) and federal employment requirements such as I-9 and W-4.
- Proficient keyboarding skills and the use of Microsoft software (MS Word, Excel, PowerPoint, Outlook).
- Skill and familiarity with computers, multi-line phones and other standard office equipment.
- Ability to communicate effectively, both orally and in writing, using the English language with or without the use of an interpreter.
- Ability to work cooperatively with and contribute to a diverse workplace through ideas or experience.

Minimum Requirements:

Education:

- Bachelors degree in Business, Communications, Education, or related field.

Experience:

- Two years comprehensive office experience, utilizing effective skills in organization, teamwork, interpersonal communication, and computer-based technology.
- One-year experience working on projects and/or tasks that require attention to detail and adherence to strict timelines.

Preferred Qualifications:

- Experience working in a Human Resources office/department, using an HRIS Software programs, such as PeopleAdmin, PeopleSoft, NeoGov; Banner (Ellucian) or other HRIS database.
- Experience working in an academic or higher education environment.
- Experience in editing/maintaining/adding web pages using a content management system.

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To apply, visit <https://jobs.cocc.edu/postings/11727>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Human Resources

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