

Human Resources Coordinator

North Central State College is looking for a **Human Resources Coordinator** to join our Human Resources team. This position plays an important role in supporting employees and helping applicants, employees, supervisors, and College leadership navigate a variety of human resources processes. The position supports a wide range of HR activities, including recruitment and hiring, employee benefits, HR records and compliance, and day-to-day HR administration.

Key Responsibilities (include but are not limited to):

Recruitment and Hiring Administration

- Coordinate the recruitment and hiring process for College positions, including distribution of job announcements and postings.
- Coordinate receipt, organization, and retention of applications and related recruitment records.
- Communicate with applicants regarding recruitment processes, required documentation, and status of applications.
- Coordinate interview schedules and related logistics.
- Assist hiring managers and search committees with recruitment processes and related procedures.
- Process criminal background checks and other pre-employment requirements.
- Prepare and process employment documentation associated with new hires.
- Coordinate completion of required employment documentation and new-hire forms.
- Enter and maintain new employee information in HR systems and databases.
- Monitor receipt of educational transcripts, licenses, certifications, and other required credentials and verify information as appropriate.
- Maintain appropriate recruitment, hiring, and onboarding records and documentation.
- Perform other duties as assigned.

Employee Benefits Administration

- Administer employee benefit programs, including enrollment, eligibility, benefit changes, employee inquiries, and maintenance of benefit records.
- Coordinate annual open enrollment activities, including employee communications, enrollment materials, system updates, etc.
- Serve as point of contact for employees regarding benefit programs and assist with resolving benefit-related questions and issues.
- Process and maintain documentation related to employee benefit changes, including new hires, qualifying life events, leaves of absence, and employment separations.
- Prepare and submit benefit-related payables and supporting documentation for processing.
- Perform other duties as assigned.

Human Resources Administration and Compliance

- Maintain accurate and confidential personnel records and HR system information, including employee status changes and employment separations.
- Coordinate and maintain HR compliance and employee tracking activities, including leave records, ACA-related tracking, retirement system records, required reporting, and other applicable federal, state, and College requirements.
- Provide information and assistance to employees, supervisors, applicants, and administrators regarding routine human resources policies, procedures, and employment matters.

- Assist the Executive Director of Human Resources with special projects as assigned.
- Perform other duties as assigned.

Human Resources Operations and Support

- Prepare correspondence, memoranda, reports, spreadsheets, forms, and other documents using applicable computer software.
- Prepare faculty and adjunct contracts
- Gather, organize, and process information for reporting purposes.
- Maintain calendars, schedules, files, records, and deadlines associated with HR activities.
- Maintain organized electronic and paper filing systems in accordance with applicable record retention requirements.
- Serve as a professional and welcoming point of contact for employees, applicants, visitors, and callers seeking information from the Human Resources Department.
- Serve as the Human Resources webmaster, maintaining and updating the HR website and ensuring that information, forms, policies, job postings, benefits information, and other HR resources are accurate and current.
- Perform other duties as assigned.
- Perform other related duties as assigned.

What We're Looking For:

- **Education:** Associate degree in human resources, business or related field; Bachelor's degree in human resources, business, or related field preferred.
- Experience in human resources, benefits administration, recruitment, office administration, or related preferred

Why You'll Love Working Here:

At North Central State College, you'll have the opportunity to make a difference in the lives of our employees and, ultimately, our students. You'll have the opportunity to contribute across recruitment, employee benefits, HR administration, compliance, and day-to-day HR operations. We offer a supportive environment, opportunities for growth, and a generous benefits package that includes:

- Competitive pay
- Medical/Dental/Vision Insurance with low deductibles and co-insurance
- Employer retirement contributions: 14% (SERS) or 10.15% (ARP)
- College-paid life & long-term disability insurance
- Generous paid time off:
 - 80 vacation hours to start
 - 120 sick hours annually
 - 16 personal hours per year
 - 12 holidays + 2 College-paid days
- Free tuition for employee, spouse, and dependents at NCSC
- Tuition reimbursement for continued education outside the College
- A chance to truly make a difference in students' lives

Review of applications will begin October 12, 2026, and continue until the position is filled.

Posting Date: September 28, 2026

Ready to Join Us?

Submit your resume and a letter of interest online at:

 www.ncstatecollege.edu/jobs