Human Resources Assistant

Immediate opening for part-time management confidential position in Human Resources Department, limited to 20 hours per week. This position reports to the Human Resource Manager and will perform complex and confidential administrative support functions, requiring a high degree of accuracy, performance skill and discretion. Daily activities will include but not limited to: recordkeeping, updating and processing of employee personnel files; maintains employee information in databases and coordinates transactions to ensure all systems are accurate and complete. Must be able to multi-task and be able navigate across several different IT systems. Knowledge in human resources procedures and handling confidential information is preferred.

Minimum requirements are Associates Degree and three years office experience, Bachelors’ Degree, is a plus. This is a provisional Civil Service position with permanent appointment pending successful completion of Administrative Assistant Civil Service Exam and becoming reachable on resulting list. For full consideration please email cover letter, resume and references to hrasst@fmcc.edu

FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403 (for employee issues) and the Vice President for Student Affairs, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8100 (for student issues).