

PERSONNEL OPENING

DATE: August 16, 2004

POSITION: Human Resource Systems Analyst

DEPARTMENT: Human Resources

PAY GRADE: Nonexempt, Pay grade 5

APPOINTMENT: 0.75 FTE (full –time with variable hours) 38.75 hours per week during April, May and June and approximately 25 hours per week the rest of the year.

PURPOSE OF POSTIONS:

The purpose of this position is to facilitate human resources information system data maintenance and other software maintenance needs relevant to the Human Resources department.

QUALIFICATIONS:

1. Bachelor's degree. (Significant professional experience can be substituted for this requirement.)
2. Minimum one years' experience within a payroll function in any size organization. Additional human resources experience preferred.
3. Minimum two years' professional experience including management information systems with database management experience, HRIS experience preferred, demonstrating the achievement of a level of expertise, skill or proficiency in information systems which would allow the individual to consult effectively with HRIS users.
4. Demonstrated effective interpersonal communication, problem solving (troubleshooting), analytical and organizational skills.
5. Competent in the use of office technology including word processing, spreadsheets, database and presentation graphics applications, hypertext markup language (HTML) and/or web experience.
6. Ability to deal effectively, accurately and confidentially with a broad spectrum of people including faculty, staff, students, and the public.
7. Demonstrated accuracy and attention to detail.

(OVER)

RESPONSIBILITIES (Essential functions):

1. Facilitate human resources information system data maintenance, and other software maintenance needs relevant to the Human Resources department.
2. Maintain extensive computerized recordkeeping for the human resources department including data entry. Monitor data entry protocols and data integrity.
3. Assist the Director of Human Resources with compensation plan administration to include salary review processing and merit increase administration processing.
4. Develop profound knowledge of CARS system including inter-relationship of all data fields and database catalogue.
5. Develop profound knowledge of Impromptu report writing tool.
6. Produce data reports for the Human Resources department and other customers. Includes Faculty and Staff reports, labels, service award program certificates/invitations, miscellaneous information requests, etc.
7. Coordinate human resources department paper flow supporting HRIS.
8. Other duties as assigned.

POSITION REPORTS TO: Associate Director of Human Resources

Interested applicants send cover letter and resume to: Human Resources, Macalester College, 1600 Grand Avenue, St. Paul, MN 55105 or fax to: 651-696-6612 or email hr@macalester.edu. Priority will be given to resumes received by 8/20/04. Must be authorized to work in the US upon employment start date.

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