

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
JOB ANNOUNCEMENT**

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Human Resources Assistant

LOCATION: St. Thomas-St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**

careers.sttj@vide.vi

Deadline for applying: Until Filled

Salary Range: \$31,733 - \$36,066

Union: Non-Union, Classified

DESCRIPTION

This is entry level professional work with responsibility for a limited range of specialized functions and services in human resources, offering administrative support to the HR Generalist and reports directly to the Director or Assistant Director of Human Resources. This position plays a critical role in creating and maintaining employee records, paying close attention to the confidentiality information. The purpose of this work is to provide highly sensitive, confidential and administrative support for the department and the Human Resources Division. This position is the first point of contact for all employees and customers of HR. Work is reviewed through meetings, conferences, and reports.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Performs all general administrative and clerical functions associated with Front End Operations of the Office of Human Resources and Labor Relations;
- Posts vacancies, gathers resumes and coordinates the review of job application materials to facilitate the pre-screening process for minimum qualifications and/or to select the most qualified candidates for referral;

- Communicates extensively with job applicants throughout the process and develops and manages a variety of systems for formal communication with and scheduling of job applicants;
- Composed and handles incoming and outgoing mail, and sends various correspondences covering a variety of human resource matters including notification of status to all applicants;
- Prepares and process job letters, employment verification and background checks;
- Conducts and answers HR related inquiries to include preliminary guidance on labor related matters;
- Creates and maintains applicant files and records;
- Complies a variety of reports to include information for collective bargaining;
- Perform related duties as assigned.

KNOWLEDGE, SKILL AND ABILITIES

- Knowledge of basic principles, methods, techniques, practices, and principles of human resources management;
- Knowledge of computerized record keeping/ tracking systems;
- Knowledge of federal, state, and local employment laws and regulations, contemporary office practices and procedures, business letter writing and basic report preparation;
- Knowledge of regulations and policies pertaining to assigned human resources function to include collective bargaining agreements and the grievance process;
- Knowledge and proficiency in Microsoft Office (Word, Excel, PowerPoint);
- Skilled in problem solving
- Ability to analyze facts and complete situations and to make recommendations for proper action;
- Ability to communicate effectively both orally and in writing;
- Ability to provide administrative support and assistance to a wide range of human resources programs and services, to interpret, apply, and explain human resources policies, techniques, procedures and programs;
- Ability to make extensive and effective use of automated systems and technology;
- Ability to establish and maintain effective working relationships with employees, managers, officials, external consultants and agency representative, and the public;
- Ability to work independently and make sound judgment frequently while performing various tasks and assignments;
- Ability to stand and sit for long periods of time;

- Capable of working within established deadlines and handling multiple competing priorities in a fast paced deadline driven environment;
- Ability to research, plan, organize, develop, department programs.

EDUCATION AND EXPERIENCE

- Associate's degree in Human Resources Management, Industrial Relations, Organizational Psychology, Business or Public Administration or a closely related field; **or**
- High School diploma with two (2) years of administrative experience preferably in Human Resources or related field.

"No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age."

Send your complete application package to careers.sttj@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

******DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT
WILL NOTIFY ONLY THOSE WHO ARE SELECTED
FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. ******

*Travel, transportation and relocation expenses are not authorized for this position.
Any travel, transportation and relocation expenses associated with reporting for duty
in this position will be the sole responsibility of the selected candidate.*
