



Human Resources and Payroll Coordinator

Date Posted: July 1, 2022

Title of Position: Human Resources and Payroll Coordinator

Bargaining Unit/Salary Range: Confidential; Level 1; Full Time Salary Position, Starting at \$40,429

Responsibilities: This position reports to the Director of Human Resources and serves as the institution's payroll, human resource, and benefits information specialist. Primary function is to administer, prepares and ensures the accuracy of bi-weekly payroll in a timely manner in accordance with the state, federal and MCCA policies and to maintain human resource records. This position assists the Director of Human Resources with employee orientation, benefits administration, ensuring compliance with leave tracking and eligibility such as under the Family Medical Leave Act, monitoring contracts, as well as assistance with tracking and personnel records retention. Requires knowledge of multiple human resource functions. Serves as primary administrator for the time entry system (TimeSaver) and develops training materials and provides training for employees related to time entry. Deals with highly sensitive and strictly confidential information on a regular basis.

Minimum Qualifications: Associate's degree in Human Resources, Business or related field with at **least four years** of related office experience that includes payroll and human resources.

Preferred Qualifications: Bachelor's degree in Human Resources, Business or related field with related office experience that includes payroll and human resources.

Benefits: 100% employer paid health, dental and life insurance for employee, Maine State Retirement or TIAA-CREF, and a generous paid time off package.

Note: Proof of up-to-date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

Application Procedure: Email cover letter, resume, transcripts, and contact information for three professional references to resumes@emcc.edu. Application review will begin immediately and continue until the position is filled.

Institutional Summary: Eastern Maine Community College offers over 30 one- and two-year program options, as well as short term and specialized training and retraining courses for business, industry, and community. We award associate in applied science, associate in science, and associate in arts degrees; certificates; diplomas; and documents of completion for customized, short-term programs and courses. The 72-acre campus is located in Bangor just a short drive from Maine's scenic coast and mountains.

Eastern Maine Community College is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request. For more information, please contact (207) 974-4637