

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
2740 YORK ROAD
JAMISON, PA 18966
215-343-2480
www.mbit.org

ANNOUNCEMENT OF VACANCY

POSITION: **HUMAN RESOURCES COORDINATOR (Part-time)**

START DATE: September 2018

POSITION REQUIREMENTS: Associate's degree or related experience required; Data processing/management and Microsoft Office Suite proficiency, ability to balance multiple assignments and priorities; ability to accept direction and work independently, excellent oral and written communication skills, courteous telephone manner, ability to operate general office equipment, maintain confidential/mature decorum.

PERFORMANCE RESPONSIBILITIES: Maintain personnel files, logs and records; manage staff recruitment and ensure compliance with state/federal school employment requirements; coordinate job descriptions, performance evaluations, professional certification and professional development records; manage forms, correspondence and reports; prepare and submit staff reports and perform other related Human Resource functions.

TERM OF EMPLOYMENT: Part-time; flexible schedule

COMPENSATION PLAN: Salary commensurate with qualifications and experience; statutory benefits only

DEADLINE FOR APPLICATIONS: Until the position is filled

FORWARD CREDENTIALS TO: Human Resources Department
Middle Bucks Institute of Technology
2740 York Road
Jamison, PA 18929
hr@mbit.org

EOE