



**Job Posting – February 1, 2019**

## **Tennessee Schools for the Deaf - Knoxville Human Resource Specialist**

**Description:** TSD is searching for a Human Resources Specialist to assist in providing direct support to the Human Resources department and employees at TSD. The HR Specialist will be trained and responsible for a variety of HR functions associated directly with TSD and the TN Department of Education.

**Qualifications:**

- Associates degree in Business Administration or related field required
- Bachelor's Degree in Business Administration, Human Resources or related field preferred
- Preferred experience in education human resources
- Strong preference for American Sign Language (ASL) fluency
- Proficiency in computer skills including all Microsoft Office platforms and Office 365

**Terms of Employment:** Full time executive 12-month employee

**Salary:** State of TN Salary Grade 024

**Essential Duties and Responsibilities:**

- Prepare and submit supplemental payments and other documents to ensure payroll accuracy
- Complete employment verifications for current and previous employees
- Assist employees with Edison troubleshooting
- Provide support for employees on benefits, answering basic to moderate level benefits questions and resolving benefits issues
- Analyze leave and attendance documents and reporting accuracy
- Maintain active volunteer lists and process new and separating volunteers
- Assist with documentation and reporting procedures for workers compensation
- Assist with orientation and new hire onboarding processes
- Prepare 120-day contracts for retired employees
- Develop letters, documents, reports, PowerPoint presentations, and Excel workbooks regularly
- Work with hiring managers to write clear job descriptions to fit position needs
- Participate in brainstorming sessions to develop HR initiatives and improve business processes

*Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee School for the Deaf does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*



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- Occasional travel including day trips and overnight trips to attend HR conferences, meetings, recruiting events, and more
- Provide additional HR support as reasonably assigned in a variety of HR related fields.

### Knowledge, Skills, and Abilities:

- Receptive and expressive communication skills
- Skilled in providing effective customer service
- Ability to work in teams to achieve expected work outcomes
- Knowledge of human resources practices and procedures
- Ability to work in a fast pace environment
- Comfortable communicating difficult information to employees
- Skilled with computer systems and ability to learn new systems and software
- Comfortable working with TSD upper management, TN Department of Education and Department of Human Resources staff and managers
- Ability to think abstractly in situations to determine best solutions
- Knowledge of policy and law related to human resources and employment procedures and practices
- Ability to begin and execute work assignments independently
- Important skills with attention to details and accuracy with reports and data entry

### Benefits:

Benefits include medical, dental, vision and life insurance, retirement pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more. A full listing of employee benefits can be found at <https://www.tn.gov/hr/employees1/benefits.html>

### How To Apply:

Click here to apply: <http://www.tsdeaf.org/apps/form/form.TENSFTD.rh78uBw.8f>

*The applicant selected for this position must complete full background checks including fingerprinting. Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.*

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