



## **Job Posting**

### **Position Title:**

Human Resources Administrative Assistant

### **Reports To:**

Vickie Hall, Director of Human Resources

### **Location:**

Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

### **Position Description:**

This position will support the human resources office of the Tennessee Department of Education. This position will perform general administrative work and some general human resources transactions. Excellent organizational skills, as well as interpersonal skills are required.

### **Specific Position Responsibilities:**

- Prepare new employee orientation packets and open new employee files;
- Serve as contact for employees on items such as fee waivers, tuition discounts, and class registrations;
- Obtain parking tags and ID badges for all new employees;
- Transition personnel files for separating employees;
- Update and manage organizational chart and staff directory;
- Post jobs on recruiting websites;
- Run PeopleSoft queries;
- Manage annual policy signing project;
- Complete transactions for travel reimbursements for HR staff;
- Mail and filing for HR staff;
- Other general administrative services



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### **Qualifications:**

Education and Experience: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to one year of full-time professional staff administrative and/or analytic experience.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, para-professional, or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis.

OR

One year of professional administrative services experience with the State of Tennessee.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. Salary range is \$29,000-37,000. In addition, a [comprehensive benefits package](#) is included.



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#### **To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [grace.shiell@tn.gov](mailto:grace.shiell@tn.gov). Applications are due by [September 23, 2016](#).

*Pursuant to the State of TN's policy of non-discrimination, the Department of Education 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.*