



## **Area Human Resources Assistant**

**PT Area Human Resources Assistant** – Mid-Plains Community College is now accepting applications for the Part-time position of Area Human Resources Assistant. This position is based on the North Platte Community College North Campus. Responsibilities include, but are not limited to processing electronic forms related to employees, assisting other HR personnel with data entry and filing, assisting new and existing employees with regard to policies, procedures, benefits, maintenance of various databases, and other duties as assigned.

**About us:** Mid-Plains Community College, a legislatively designated 18-county district in West-Central Nebraska, is a comprehensive, open access, public, two-year community college system that offers associate degrees, diplomas, and certificates. MPCC consists of three main campuses, one located in McCook, Nebraska and two located in North Platte, Nebraska. Additionally, there are extended campus sites in Broken Bow, Imperial, Ogallala and Valentine with satellite classrooms located throughout the Area. North Platte Community College is located in North Platte, Nebraska, a city of approximately 24,000 in rural southwestern Nebraska along the I-80 corridor.

**Qualifications:** Associate's Degree preferred, a combination of post-secondary education and work experience is required. Proficiency in Microsoft Office programs is required, as well as must have a strong attention to detail. Manual dexterity for accurate and timely data entry is required, as well as excellent computer and communication skills. The ability to work with minimum supervision is important, as well as an understanding of working with protected, personal information and maintaining confidentiality. A valid Nebraska Driver's license is required.

**Application Instructions:** Send a (1) letter of interest, (2) current resume, (3) unofficial transcripts, and (4) a completed MPCC application form (available at [www.mpcc.edu](http://www.mpcc.edu)) to MPCC Human Resources, 1101 Halligan Drive, North Platte, NE 69101. Fax: 308-534-5770. Email: [humanresources@mpcc.edu](mailto:humanresources@mpcc.edu) Only complete application packets will be considered. To ensure full consideration, applications must be received by June 8, 2018.

An EEO Employer/Educator.