



Job Posting

EQUAL EMPLOYMENT OPPORTUNITY

IGUALDAD DE OPORTUNIDADES DE EMPLEO

CALL NO. **202425-A-58-280**

Protected Veterans and Persons with Disabilities

JOB TITLE	OFFICE OR DEPARTMENT	SALARY
Human Resources Officer (in-person work)	Online Division Ana G. Méndez University	\$12.50 Hourly \$26,000.00 Annually
DEADLINE FOR APPLICATIONS		
Applications will be accepted until: June 11, 2025		
REQUIREMENTS		
<ul style="list-style-type: none">• Bachelor’s degree in business administration with a concentration in human resources from an accredited university.• One (1) year of experience in functions that involve employee’s recruitment.• Ability to express himself/herself effectively, verbally and in writing, in Spanish and English.• Experience in selection and recruitment process.• Knowledge of labor laws.• Demonstrate mastery of business productivity technology tools as well as remote communication technology to support their functions and offer services physically and remotely.• Ability to use telephone, email or other alternative methods of communication.• Knowledge and experience in the use and management of programmed technological equipment.• Ability to establish and maintain effective interpersonal relationships with faculty, employees, students, and the public.• Proactivity and problem-solving skills.• Skills in computerized systems and their applications.• Skills to work in a team.		
DESCRIPTION		
<p>We are currently looking for an individual to join our team as Human Resources Officer. Technical and administrative work related to the field of Human Resources that consists of carrying out activities related to the recruitment area, onboarding, and service. Ana G. Méndez University serves a diverse student population, offering bilingual education to the community for traditional and non-traditional students.</p> <p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none">• Provide services and guidance to employees, faculty, students, and the public who communicate with the office. Guide them or channel the call to the appropriate person.• Collaborate in executing various tasks, such as document processing, and completing forms from external agencies such as Unemployment, State Insurance Fund, and SINOT, among other administrative tasks, as required.• Identify and attract qualified candidates for student services administrative positions in the Online Division.• Ensure interested candidates' resumes meet the required academic requirements and certifications and refer supervisors for evaluation.• Coordinate interviews and knowledge tests, among other activities required for the recruitment process.• Work with directors, academic coordinators, and associate deans to define job profiles based on academic, student, and administrative needs.• Participate in interview processes as requested.• Publish job announcements in coordination with the Recruitment Coordinator and compliance with AGMU's recruitment policy.• Maintain communication with the representatives of the placement areas of the UAGM and AGMU campuses to attract outstanding graduates who qualify for vacant positions.• Collaborate in onboarding and ensure that job candidates complete the document submission process.• Coordinate job fairs and represent the institution at job fairs that provide talent suitable for recruitment at the Online Division.• Prepare various or mandatory reports pertinent to human resources aspects.• Prepare, draft, develop, and transcribe forms or documents related to their work area, such as letters, reports, and memorandums.		
PROCESS		
<p>If you are qualified and interested in becoming part of Ana G. Méndez University, you must complete the electronic employment application by accessing to https://jobs.uagm.edu/.</p> <p>This institution does not exclude from participation, or denies benefits, or discriminate against any person because of age, race, color, sex, sexual orientation, gender identity, national or social origin, social status, political affiliation, political or religious ideas, for be a victim or be perceived as a victim of domestic violence, sexual assault or stalking, for being military, former military, serving or have served in the Armed Forces of the United States or hold veteran status. Persons with a disability, who need accommodations to attend the interview, should contact the Recruitment Division of Human Resources Department. We are an Equal Employment Opportunity Employer and take action to recruit protected veterans and individuals with disabilities.</p>		