Date Posted: January 31, 2020        Date Removed: February 21, 2020

POSITION OPENING ANNOUNCEMENT

TYPE: Human Resources Manager
Full-Time, 12-month

START: March 2020

LOCATION: Lehigh Career & Technical Institute, 4500 Education Park Drive, Schnecksville, PA 18078

SALARY: Competitive via separate negotiated contract

RESPONSIBILITIES: Supervises payroll and benefits activities and personnel. Manages all HR department functions including but not limited to FMLA, worker’s and unemployment compensation, COBRA, ADA requirements, vacancy advertising, interview coordination, hiring process, staff clearance renewals and employee training, JOC personnel agenda preparation, absence management, annual salary and benefits surveys, affordability care act reporting requirements, and a member of LCTI’s contract negotiation team.

QUALIFICATIONS:
1. Minimum of Bachelor’s degree and relevant work experience
2. Human Resources Certification, preferred
3. Excellent interpersonal and communication skills
4. Knowledge and experience working with employee benefits programs and payroll
5. Ability to maintain high level of confidentiality
6. Ability to exercise initiative, independent judgment, and discretion in performing duties
7. Knowledge of relevant governmental regulations and laws
8. Proficiencies in Microsoft Office Suite

Applications are currently being accepted. Application information available at www.lcti.org under “Work at LCTI”, “Administrative Positions”

Please submit all information in One (1) packet/email/fax to:
Rosemary Weigman, Secretary to the Executive Director

DEADLINE: February 21, 2020

1) Preferred method of submission is sending scanned documents via email to weigmanr@lcti.org
2) If emailing is not possible, please fax, mail or drop off the documents:

Lehigh Career and Technical Institute
4500 Education Park Drive
Schnecksville, PA 18078

Phone: 610-799-1322
Fax: 610-799-1807
email: weigmanr@lcti.org

Equal Opportunity Statement
Lehigh Career & Technical Institute has a policy not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to LCTI’s Title IX and Section 504 Coordinator for students at 4500 Education Park Drive, Schnecksville PA, 18078 or 610-799-1357 or LCTI’s Compliance Officer for personnel at 610-799-1385.