



Human Resource Assistant

Certificate of Completion (58 credits; 638 contact hours)

PROGRAM DESCRIPTION: The program emphasizes the skills required to perform specialized technical tasks to support an organization's human resource operation. The Human Resource Assistant provides information to clients and explains policies, rules, and regulations. The assistant has a basic understanding of a collective bargaining agreement. The assistant collects and examines detailed information about job duties in order to prepare job descriptions. The assistant prepares job announcements, performs on-line recruiting, schedules employment examinations and interviews, and screens applicants in accordance with job requirements. The size of the organization determines the degree to which the assistant assumes a variety of duties.

CAREER OPPORTUNITIES: Employment opportunity exists in State government as a Human Resource Consultant 1. Alternate job titles applied to private and public sectors include Administrative Assistant, Benefits Administrator, Employment Assistant or Specialist, Human Resource Recruiter and others.

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete a Human Resource Assistant certificate will:

- Demonstrate the following professional skill standards:
 - Explain personnel policies, benefits, and procedures to employees or job applicants;
 - Recruit, process, and review employment applications; evaluate qualifications and eligibility of applicants;
 - Review and research operating procedures and problems; develop solutions and/or recommendations;
 - Process, verify, and maintain documentation relating to personnel activities while interacting with computers.
 - Gather information about, understand and explain clearly to others concepts relevant to successful performance in the field of human resource management.
 - Think logically and critically and apply these thinking skills to the human resource field.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

PROGRAM REQUIREMENTS: A Certificate of Completion will be awarded upon successful completion of a minimum of 58 credits in courses numbered 100 or above. All core and general education list requirements must be met.

Based on placement testing, basic skills and/or pre-college English, Reading, or Math may be required (ENGL 097, READ 097 & MATH 090). Deficiencies must be completed prior to graduation; however, students are strongly encouraged to enroll at the beginning of their education. If basic skills courses are required, the credits will be in addition to the credit hours required for program completion.

ASSOCIATE IN APPLIED SCIENCE DEGREE OPTIONS: If a degree is desired, 38 - 43 credits can be applied toward Business Administration and 48 credits can be applied toward Office Administration.

PROGRAM INFORMATION:

Admission: Applications for admission and financial aid are available in Building 25, Office of Enrollment services, or call (360) 596-5241. Information is also available at the college website: www.spsc.ccc.edu. Students are accepted into the Human Resource Assistant program every quarter.

Length of Program: Full-time students would typically complete a 58-credit program in four to five quarters, after basic skills are complete.

Costs: Tuition is subject to change by the State Legislature. Detailed tuition information is available in the quarterly class schedule. Tuition and fees do not include the costs of textbooks and supplies.

Cooperative Work Experience/Internships: Cooperative Work Experience is the internship program at South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college. For more information or for an appointment, contact the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 25-129A) or at <http://www.spscc.ctc.edu/internship/>

OFFICE OF CIVIL RIGHTS COMPLIANCE STATEMENT: South Puget Sound Community College's equal opportunity policy prohibits discrimination in our services and in employment against any person on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, Vietnam-era or disabled veteran status, or the presence of any sensory, physical or mental disability except in the case of a bona fide occupation qualification. South Puget Sound Community College is an equal opportunity/affirmative action employer and complies with the Americans with Disabilities Act (ADA).

