

## Human Resource Generalist

Central Tribes of the Shawnee Area, Inc. (CTSA) Head Start is a non-profit, federally funded program serving primarily low income and Native American families in Pottawatomie, Payne, and Cleveland counties. CTSA seeks a Human Resource Generalist to support the program by performing duties such as administration of employee relations, benefits, facilitation of payroll And AP, recruitment of staff, development and maintenance of personnel files, and resolution of personnel issues...Bachelor degree in Human Resource or related field and a minimum of five years of progressive Human Resource experience required. Must possess strong interpersonal skills, both written and oral. A high level of organizational skills and knowledge of legal and ethical requirements is essential. Strong knowledge and experience with personnel practices and administration of employee benefits required. PHR or SHPR preferred. As consideration for employment, applicants must have a valid driver's license, be insurable, consent to pre-employment drug testing, and fingerprinting by OSBI and have no criminal record. Interested applicants must submit a letter of interest, resume, and personal references. Attention: Executive Director. Employment applications can be downloaded at [www.ctsaheadstart.org](http://www.ctsaheadstart.org) or Picked up at 1535 N McKinley, Shawnee, OK 74801. CTSA is an Equal Opportunity Employer with hiring preference for Native Americans and former and current Head Start parents and guardians.

