

POSITION DESCRIPTION

POSITION TITLE:	Human Resources Assistant	DATE:	April 2024
DEPARTMENT:	Human Resources	SALARY RANGE	\$43k-\$47k doe
REPORTS TO:	Vice President of Human Resources	CLASSIFICATION:	Salaried Non-exempt
WORK SCHEDULE	This 12-month, regular full-time position typically works 7:30 am – 3:30 pm M-F. This position works on campus and there is no opportunity for remote work available.		

POSITION PURPOSE:

Reporting to the VP of Human Resources the HR Assistant is responsible for providing clerical and administrative support in all areas of human resources. A bilingual candidate would provide verbal and written Spanish translation services.

ESSENTIAL FUNCTIONS

The duties and responsibilities specified herein apply uniformly across all categories of employees including but is not limited to full & part-time faculty & staff, seasonal (summer session, substitutes & coaches) as well as agency related temporary workers.

The incumbent will assist with:

- onboarding of new hires and preparing new employee files for faculty, staff, coaches, substitutes and summer session hires.
 - reporting employee hires, changes and terminations to it help desk requesting approved email and computer equipment and accesses.
 - adding new hires and making changes in *HRIS* system
 - running HRIS reports
 - administration of employee benefits program, including enrollment for new employees and during open enrollment meetings.
 - conducting new employee orientations as necessary
 - maintaining and updating I-9 documentation.
 - maintaining files of employment/personnel records
 - tracking TB risk assessments or test results; notifies employees at appropriate interval to ensure compliance.
 - Running MVR's and maintaining lists of eligible/ineligible employee drivers
- assisting with recruitment activities such as posting jobs, scheduling interviews, maintaining files, updating and organizing digital employment files.
 - coordination of calendars for interviews, tracks applicants and corresponds with candidates as requested/required.
 - receiving and maintaining employment documents including transcripts and necessary paperwork to finalize recruitment and/or personnel files.
- processing of employment separations
 - including key collection, technology equipment and school/department assigned material.
- Managing employee benefits & programs
 - auditing monthly benefit statements.
 - issuing check requests for vendors.
 - conducting routine audits of various payroll, benefits or other employment related programs to ensure accuracy of data.
- research on special projects
- making copies, disseminating information on behalf of HR, filing and performing other various department related administrative functions.
- scheduling maintenance requests or HR related events on campus using school dude.
- provides exemplary customer service responding promptly and accurately to employee requests and questions
- managing the substitution roster and tracking and auditing pay for class assignments.
- Performs other duties as assigned.
- Verbal and written Spanish translation services as necessary.

- o Translating all personalized written material for ESL employees to ensure clear explanation and understanding of expectations, such as job descriptions, evaluations and/or disciplinary actions when called upon.
- o Translating in-person meeting sessions with ESL employees to provide oral translation of information ensuring a clear explanation, as requested.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies in order to perform the essential functions of this position.

- Confidentiality –practices the highest level of confidentiality in all aspects of job performance and related activities.
- Problem solving - identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Interpersonal Skills - demonstrates respect by being open to others’ ideas and exhibits willingness to try new things.
- Oral communication - speaks clearly and persuasively in positive or negative situations in both English and Spanish.
- Written Communication - edits own work for spelling and grammar, presents numerical data effectively and is able to read, interpret and present written information in both English and Spanish.
- Planning/organizing – organizes and prioritizes work activities, uses time efficiently and develops realistic action plans.
- Accurate and Detailed - demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Flexibility - adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability - consistently at work and on time, follows instructions, responds effectively to instruction and solicits feedback to improve performance.

EDUCATION, SKILLS AND WORK EXPERIENCE:

- A bachelor's degree in Human Resource Management, psychology or sociology; or 1-2 years’ experience in HR field; or an equivalent combination of education and experience that enables successful performance of the job.
- Ability to communicate successfully in English and Spanish, orally and in writing.

This list of duties and responsibilities are considered essential functions but are not intended to be an exhaustive list of all duties to be performed. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently.

<p>I have received a copy of this job description and believe that I possess the skills and abilities sufficient to be successful in this position. I have been informed that my work performance will be evaluated periodically based upon the above duties and responsibilities. It is my responsibility to request additional assistance, training or accommodation from my supervisor or manager in the event I am unable to complete the duties and responsibilities above successfully.</p>	
<p>_____</p> <p>Printed Name</p>	
<p>_____</p> <p>Employee Signature</p>	<p>_____</p> <p>Date</p>