Job Description

Title: Human Resources Assistant
Department: Human Resources
Reports to: Director of Human Resources
FLSA Status: Non-exempt

Job summary
The Human Resources Assistant reports to the Director of Human Resources and is responsible for data entry of all information into HRIS system, filing and upkeep of employee personnel and benefit files. Must maintain knowledge of the University policy and procedures, basic employee benefits administration, new hire and termination processes and federal and state employment compliance issues. The Human Resources Assistant will also provide administrative support to the Vice President of Operations as needed.

Essential Job Functions
- Maintain confidentiality of all pertinent personnel information in accordance with federal, state, local and university regulations.
- Responsible for data entry of new hires, status changes, and terminations in the payroll system.
- Assist with new hire process by posting job openings and placing candidate information received in the FS4 drive for review by each search committee.
- Check references and order background checks for prospective employees.
- Responsible for filing all paperwork and keeping files in order.
- Perform general clerical activities such as producing correspondence, managing files, scheduling interviews/appointments.
- Assist in the administration of all benefit programs in conjunction with third party providers. Participate in employee benefit review meetings as needed.
- Assist with the distribution and monitoring of introductory and annual performance reviews.
- Assist with annual audits including but not limited to employee personal and benefit file audit, I-9 audit and 403b audit.
- Assist Director of Human Resources as needed and department supervisors with general policy and procedure questions.
- Participation in community events and serve on committees as appropriate.
- Upkeep of employee web directory.
- Provide administrative support to the Vice President of Operations as needed which includes but is not limited to clerical duties, filing, and scheduling appointments.
- Other duties as assigned.

Qualifications:
- Bachelor’s degree and 1-2 years office experience required. Preference will be given to an individual with previous experience in a Human Resources Department.
- Excellent interpersonal, verbal and written communication skills.
**Physical/Mental Demands Required**
Primarily sedentary work requiring the ability to lift/carry a maximum of 25 pounds; physical requirements include frequent bending, standing, walking; continuous ability for speech communication and hearing in order to communicate with employees and the public, vision for reading, recording and interpreting information, and ability to sit for long hours at a time. Mental demands require continuous ability for both oral and written communication; frequent problem solving and concentration; and occasional analytical ability and creativity. Frequent hand/eye coordination to operate personal computer and office equipment.

**Disclaimer**
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Last Revised:** 07/21/15