

**Alverno College
Non-Exempt Position Description**

<u>Position Title:</u>	Human Resources Administrative Assistant	<u>Date:</u>	January, 2022
<u>Department:</u>	Human Resources	<u>Status:</u>	Full-time/12-month
<u>Reports To:</u>	Human Resources Generalist	<u>Pay Grade:</u>	Non-Exempt

<u>Primary Function:</u>	Perform administrative tasks and services to support effective and efficient operations of the Human Resources department.
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Principal Responsibilities

Recruitment/New Hire Process

1. Participate in recruitment efforts to include posting job ads and organizing resumes and job applications for hiring managers.
2. Responsible for processing new hires including new hire paperwork, processing new hire workflow in human resources information system (HRIS), and new hire orientation.
3. Preparing new employee files and ensuring that all required new hire paperwork is received and completed appropriately.
4. Serve as a point person for all new employee questions.
5. Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.

Student Hiring and Payroll Support

1. Perform per semester processing and follow-up of student employment application and hiring paperwork.
2. Collaborate with financial aid to process new student hires and/or award status changes.
3. Assist with payroll coordinator on payroll matters, and verify/balance electronic timesheets and summaries.
4. Collaborate on student employee supervisor training and communication.

Payroll and Benefits Administration

1. Provides clerical support including benefit enrollment data entry for health, dental, vision, life and other benefits.
2. Maintain one year anniversary file for enrollment into TIAA retirement and long term disability plans.
3. May assist with payroll functions including position and salary changes in HRIS system and vendor websites.
4. Process payroll remittance reports for flexible spending and new hire reporting.
5. Manage tuition remission programs including CCCTE, CIC Tuition Exchange, The Tuition Exchange Inc, and Tuition Remission (employees and dependents attending Alverno).
6. Respond to unemployment compensation inquiries in a timely manner and process monthly bill.
7. Report pertinent employee worker's compensation incidents on OSHA logs.

8. Performs other duties as assigned.

Record Maintenance

1. Ensures accurate and up-to-date human resource files, records, and documentation.
2. Maintains the integrity and confidentiality of human resource files and records.
3. Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.

General Office Duties

1. Compose correspondence, create presentations as requested, and maintain department forms.
2. Maintain inventory of all office supplies and equipment; work with staff members to anticipate needs and ensure adequate supplies are available.
3. Coordinate maintenance, repairs, or replacements of copiers, computers, printers, scanners, faxes, or any other equipment. Submit Help Desk Requests or Plant Work Order Requests as needed.
4. Pickup/deliver mail to the mailroom. Distribute mail to team members.
5. Perform criminal background checks for Early Learning Center, and student employees and interns. Perform credit checks for appropriate employee positions, both student and staff. Collaborate with academic departments to process criminal background checks for student field placements. Regard this information with utmost confidentiality.
6. Respond to inquiries regarding verification of employment.
7. Process payments, purchase orders, deposits and billings.
8. Prepare ad hoc reports as needed.
9. Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
10. Provide assistance, as necessary, to accomplish special projects or during peak workload periods such as during open enrollment or the compensation adjustment period.

Qualifications

1. High school diploma or equivalent is required.
2. Two to three years of administrative experience in a fast paced environment is preferred. Prior experience in a human resources environment is a plus.
3. Must be proficient in Microsoft Office (*Outlook, Word, Excel, Access*) and database management.
4. Excellent interpersonal and communication skills required. Big egos need not apply! (Some days you'll be helping set HR dept strategy, other days you'll be filing.)
5. Requires a flexible and collaborative work style and the ability to interact effectively with a variety of individuals and departments.
6. Must have strong written communication skills including the ability to read, interpret, create, edit and complete documents.
7. Demonstrated organizational skills and attention to detail including the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
8. Evidence of sound judgment and solid decision making skills
9. Ability to handle confidential materials and information in a professional manner

10. Ability to speak and hear. Must be able to freely move throughout the campus. Must have the ability to occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and color vision.
11. Must enjoy 90's hip hop and participate in sign a-longs
12. Must enjoy and encourage others to consume good quality food
13. Must possess an easy going personality and enjoys laughing while at work
14. Must be able to put family and self-care above work yet still meet expectations and deadlines

Working Conditions

General office environment

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application