

Alverno College
Non-Exempt Position Description

Position Title: Student Employee - Human Resources Administrative Assistant

Date: January, 2022

Department: Human Resources

Status: Student Employment

Reports To: Director of Human Resources

Pay Grade: Non-Exempt

Primary Function: Perform administrative tasks and services to support effective and efficient operations of the Human Resources department.

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. Other responsibilities and duties as assigned by management to ensure the effective utilization of the college's resources and to ensure customer satisfaction.
5. Contribute to and advance the college's mission, vision, and eight abilities.

Student Hiring and Payroll Support

1. Assist with 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.

Record Maintenance:

1. Ensures accurate and up-to-date human resource files, records, and documentation.
2. Filing.
3. Maintains the integrity and confidentiality of human resource files and records.
4. 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. Pickup/deliver mail to the mailroom. Distribute mail to team members.
4. 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.
5. Respond to inquiries regarding verification of employment.
6. Process payments, purchase orders, deposits and billings.
7. Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
8. 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. Must be a current registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Ability to handle confidential materials and information in a professional manner.
3. Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment.
4. Requires a flexible and collaborative work style and the ability to interact effectively with a variety of individuals and departments.
5. High school diploma or equivalent is required.
6. Must be proficient in Microsoft Office (*Outlook, Word, and Excel*) and database management.
7. Excellent interpersonal and communication skills required.
8. Must have strong written communication skills including the ability to read, interpret, create, edit and complete documents.
9. 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.
10. Ability to handle confidential materials and information in a professional manner.
11. 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.

Working Conditions:

General office environment

Notes:

- Pay rate determined by Financial Aid

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

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