



Position Title:	Part-Time Compensation & Benefits Assistant		
Reports To:	Senior Compensation & Benefits Analyst		
Department:	Compensation & Benefits	Job Code:	8349-00E
Prepared By/Date:	Elaine Spence/01/28/2011	Job Group:	Class-R
Approved By/Date:	Martha Arrieta/01/28/2011	Salary Grade:	CT
Revised:	Elaine Spence/01/28/2011	FLSA Status:	Non-Exempt

Job Description:

The Part-Time Compensation & Benefits Assistant will monitor and coordinate processes for the Compensation & Benefits department while assisting students, staff, and/or faculty in daily activities.

Duties & Responsibilities:

- Provides answers to routine questions utilizing applicable policies or procedures and refers more complex questions or requests to human resources staff with the appropriate expertise
- Acts as linker or scanner for scanned documents for Image Now
- Produces job descriptions by transcribing, formatting, inputting, and copying text under the direction of the Compensation Team
- Assists with validation process for job descriptions
- Provides support for New Hire Orientation process to ensure that employees are enrolled in benefit programs on a timely basis, prepares New Hire Orientation packets, and attends new hire orientation as needed
- Assists in research of employee files/data using Odyssey and Image Now
- Maintains benefit files such as Tuition Reimbursement, COBRA, and Retirement
- Receives COBRA and Tuition Reimbursement documents and inputs data on spreadsheet for further processing by the Human Resources Specialist
- Assists with FMLA process
- Provides administrative support to Compensation & Benefits Staff
- Maintains supply area
- Coordinates submission of files to warehouse and maintains respective logs
- Opens, sorts and screens mail as well as prepares outgoing mail
- Performs clerical functions with personal computers and appropriate software for various human resources processes including form preparation, report preparation, and other related functions
- Puts together retirement planning folders
- Participates in departmental activities or events that serve students/faculty or the community
- May perform specialized tasks that aide a department in providing services to students, staff, or faculty
- Performs other duties as assigned

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

- Associate's degree from an accredited institution and two (2) years of office work experience.
- Must possess excellent oral and written communication skills
- Must possess excellent organizational decision-making skills
- Proficiency in Microsoft applications
- Ability to work in a multi-ethnic, multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name