



Position Title: Part-Time Human Resources Assistant

Job Code: 8349-00E

Grade: CT

Reports To: Administrative Assistant to the Vice Provost of HR

FLSA: Non-Exempt

Job Description:

The Part-Time Human Resources Assistant will monitor and coordinate administrative support processes for the Human Resources department while assisting students, staff, and/or faculty in daily activities.

Duties & Responsibilities:

- Maintains financial records and appropriate databases for the entire division and assists the division by producing relevant reports
- Prepares, processes, and maintains electronic financial documentation such as disbursement requests, dept. requisitions, and purchasing cards reconciliation.
- Prepares, processes, and maintains all necessary forms, including equipment requisitions and mileage reimbursements
- 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.
- Opens, sorts and screens mail as well as prepares outgoing mail.
- Greets all visitors and responds to their inquiries
- Performs clerical functions with personal computers and appropriate software for various human resources processes that includes coordinating submission of files to warehouse and maintains respective logs.
- 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 related 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