

JOB TITLE: Administrative Assistant - Human Resources

DEPARTMENT: Human Resources

LOCATION: Union Campus

REPORTS TO: Director, Human Resources

FLSA: Non-Exempt

LEVEL: 104

DATE: 3/7/19; 11/17/2015

POSITION SUMMARY: Perform a variety of advanced administrative, confidential and administrative support services for the Human Resources Department.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of Associates Degree; and two years related (human resources preferred) experience.

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor:*

- Schedule appointments, meetings, and interviews which may include reserving meeting rooms/classrooms, organizing materials, sending out meeting notices, candidate travel arrangements, and maintaining the department calendar.
- Coordinate employment recruitment for notifications of vacancies utilizing internal and external resources.
- Process and track departmental forms such as purchase orders, personnel requisitions, tuition reimbursement.
- Ensure all required employment forms are completed by new employees; prepare employee personnel files, enter employee creation work ticket.
- Greet visitors, students, and/or employees and respond to requests for information and provide assistance.
- Assist with coordination, marketing and promotion of College benefits such as wellness programs, training workshops, tuition reimbursement and open enrollment.
- Utilize the Federal E-Verify system for processing of all new and rehired employee I-9 Employment Verification forms.
- Process pre-employment criminal background checks and other applicable screenings.
- Maintain application materials, interview process files, and personnel files and records according to College policy and record retention laws.
- Coordinate the student worker hiring process with financial aid department.
- Responsible for answering phones, responding to voice or e-mail messages, as well as sending and receiving faxes.
- Manage distribution of all incoming and outgoing mail; screen and respond as necessary. Assemble attachments and corresponding material.
- Prepare or update employment records related to hiring, transferring, promoting and terminating.
- Maintain and update employee personnel and payroll files, (including production of employment contracts, appointment sheets, memos to hire, checklists.)
- Respond to unemployment claims.
- Establish and maintain cooperative working relationships with other employees and departments.
- Communicate college policies and procedures as necessary.
- Compose written correspondence and materials.
- Assist with departmental events such as orientations, back to school week, and other special projects
- Provide information regarding job openings to current and prospective employees
- Update and maintain all information stored on the Human Resources webpage including to create and update all departmental forms.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.

- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of department and college policies, procedures, and practices with the ability to answer work-related questions; and/or interpret and apply these guidelines correctly in various situations; perform administrative or manual duties for the department or division; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of business English with the ability to write in complete sentences using appropriate words, correct grammar, punctuation and spelling; ability to devise or modify methods or processes to solve specific problems; ability to manage multiple projects and work under time pressures to meet established deadlines; ability to handle confidential material judiciously; ability to work effectively in a busy environment with frequent interruptions; knowledge to troubleshoot minimal computer/software issues; excellent customer service skills; detailed-oriented with skills in proofreading materials and data entry to ensure accuracy.

LEADERSHIP and COMMUNICATION SKILLS:

Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public; communicate to convey or exchange general work-related information or service to internal or external customers; ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

DECISION-MAKING and ANALYTICAL SKILLS:

Requires frequent decision making affecting co-workers or students; ability to exercise independent judgment within the scope of assigned authority; may be responsible for providing information to those who depend on a service or product; adhere to college and department policies, procedures, and practices; follow technical instructions, procedure manuals, and charts to solve practical problems; and/or compose routine or specialized reports or forms and business letters; and/or ensure compliance with clear guidelines and standards; perform job duties in a safe and efficient manner.

EQUIPMENT/SOFTWARE:

Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment. Proficient with Microsoft Office (Word, Excel, Outlook)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; will require flexible schedule to work evenings and/or weekends;
Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement

POSITIONS SUPERVISED: None

EMPLOYEE SIGNATURE: *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.

