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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Human Resources Assistant

**DEPARTMENT:** Human Resources **FLSA:** Non**-**Exempt

**LOCATION:** ECC Union **LEVEL:** 104

**REPORTS TO:** Director, Human Resources **DATE:** 11/17/2015

**POSITION SUMMARY:** Perform a variety of advanced administrative, confidential, technical 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.
* Utilize the Federal E-Verify system for processing of all new and rehired employee I-9 Employment Verification forms.
* Process pre-employment 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.
* Establish and maintain cooperative working relationships with other employees and departments.
* Communicate college policies and procedures as necessary.
* Compose written correspondence and materials.
* 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.
* 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
* Maintain up to date calendar for the department
* Update and maintain all information stored on the Human Resources webpage including to create and update all departmental forms.
* 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:**

Utilizecurrent 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

**Signatures:**

I have read and reviewed the above job description with my immediate supervisor.

Employee Signature/Date Supervisor Signature/Date

**DISCLAIMER:** *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.*

**NOTICE OF NON-DISCRIMINATION:** *Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that 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, 005-D Donald Shook Student Center, telephone number 636-584-6710 or* [***hrnotice@eastcentral.edu***](mailto:hrnotice@eastcentral.edu)*.*