

JOB DESCRIPTION

JOB TITLE: Human Resources Assistant

DATE: January 2018

DEPARTMENT: Human Resources

REPORTS TO: Director of Human Resources

SUMMARY: Assist the HR Director with most day-to-day activities such as recruiting, orientation, new hire paperwork, terminations, benefits, ensuring employee HRIS system is updated, and verifying, reconciling and initiating payment of HR accounts. Assist Director of Human Resources with reports, documentation, and other human resources related functions by performing the following duties:

The specific duties include:

1. Assist in the recruiting process by confirming interview dates and directions to Logan, administering tests as necessary, conducting reference checks and assisting to generate offer letters. Maintain working relationships with temporary agencies to fill temporary positions.
2. Coordinate the preparation, distribution and follow-up on annual, 3-month and 6-month performance evaluations for employees. Monitor, review and post ratings.
3. Maintain department Training Manager system to keep accurate track of what training employees have completed.
4. Coordinate and conduct new-hire orientation (to include benefits, policies, obtaining I.D. card and parking permit). Update new information into HRIS database.
5. Assist with Human Resource staff events.
6. Be a key contact for employees who has questions about their benefits and help to resolve benefit related questions and issues.
7. Process COBRA and FMLA
8. Prepare HRIS reports as requested by HR Director. Assist other departments (i.e. Accounting, Institutional Analysis, Academic Affairs, etc.) with various reporting needs in reference to staff & faculty data.

9. Ensure HRIS employee records are updated with correct salary and department information. This may require communication with various departments to stay current on promotions, transfers and
10. Update HR records, files, and forms as needed.
11. Perform all other work related duties as assigned.
12. Assist with special events and/or projects such as training programs, annual benefits enrollment, employee recognition, etc. as needed
13. Update and disburse internal phone list, birthday and anniversary announcements.
14. Track faculty contract information.
15. Assist HR Director as needed.

COMPETENCIES: To perform the job successfully, an individual should be able to prioritize and manage competing demands, coordinate projects, and complete projects on time and within budget. Must have excellent interpersonal and communication skills, be poised, listen well, and respond to inquiries while maintaining confidentiality. Must be able to work ethically and with integrity, be positive, friendly and helpful.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Two years related experience in a Human Resources department. Ability to read, analyze and interpret professional or technical procedures, governmental regulations, or instructions. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information, respond to questions from managers and employees, and solve practical problems.

Computer Skills: Experience with Word, Excel, HRIS and/or databases.

Certificates and Licenses: None required

Other Qualifications: Preferred candidate must have a minimum of 2 years' experience working in Human Resources with FMLA and Cobra experience.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The

employee is regularly required to sit, and is required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk and give tours of the campus that include but are not limited to the Anatomy Lab. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment in this position is generally characteristic of a normal office environment. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.