**POSITION TITLE:** Human Resources Assistant/College Admin. Assistant  
**DEPARTMENT:** Human Resources/Presidents Office  
**APPOINTING AUTHORITY:** Chief Fiscal and Administrative Officer /President  
**SUPERVISOR:** Employment and Benefits Supervisor/Admin Asst to the President  
**GRADE LEVEL:** Graded level VI; Non-Exempt  
**DATE APPROVED:** 10/29/2014

**GENERAL PURPOSE**

The Human Resources/College Admin. Assistant will possess the professional demeanor necessary to serve current/future employees and the general public. This individual must be able to multi-task and excel in a high pressure environment, and work flexible hours as needed. Must be able to maintain confidentiality in regard to college and personnel matters, while working within Ohio public records law and provide superior customer service to both internal and external customers. The Human Resources Assistant/College Admin. Asst. will assist the Human Resources department and other departments of the college as needed to ensure that all activities related to human resources and other work as assigned are completed in an efficient and effective manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assists with maintaining all full-time and part-time employee files and other HR related files.
2. Assists in preparing contracts and/or salary notices for all full-time and part-time employees.
3. Assists in entering and reviewing HR data for current and new employees.
4. Assists in completing employment verification requests from outside agencies.
5. Assists in submitting new hire information to Ohio New Hire Program.
6. Assists with recruiting including posting positions internally and externally.
7. Assists with analyzing and compiling data for HR reports.
8. Assists with the planning of employee events such as employee recognition events, employee training events and employee orientation.
9. Serves as part-time receptionist of the HR department.
10. Assists with HR mailings and HR projects.
11. Provides administrative and clerical assistance to other departments of the college as assigned by the Office of the President.

**PERIPHERAL DUTIES**

Perform all other duties as assigned by supervisor(s).
DESIRED MINIMUM QUALIFICATIONS

*Education and Experience:* An associate degree in Office Management or related field is required. Minimum of 1 year of office experience is required and experience in a human resource office is a plus.

*Necessary Knowledge, Skills, and Abilities:* Successful candidate must have Microsoft Office applications skills including solid data entry experience. Computer knowledge and skills are required along with a thorough knowledge of administrative office procedures. Great attention to detail and the ability to multi-task in a fast-paced office environment are essential. Ability to work with a minimal supervision.

SUPERVISION RECEIVED

Position is ½ time under the direct supervision of the Employment and Benefits Supervisor and ½ time under the supervision of the Administrative Assistant to the President.

SUPERVISION EXERCISED

None

RESPONSIBILITY FOR PUBLIC CONTACT

Ability to handle the public professionally and handle confidential matters with respect and confidence. A customer service focus is a must.

LICENSING AND REGULATION

None required.

TOOLS AND EQUIPMENT USED

Operate computer and general office equipment.

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 may be required to sit for extended periods of time; occasionally required to walk.

The employee must occasionally lift and/or move up to [30] pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
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 is performed primarily in an office setting and the use of computer programs is constant. The noise level in the work environment is moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.