

Westmont College

Human Resources Assistant – 20 hrs/week, 12 months/year

Human Resources

Position Summary: Provides front office and administrative support for all Human Resources activities such as: recruitment and placement, employee relations, compensation and benefits. Maintains employee database and records and performs departmental reporting. Acts as the initial contact for all employees and visitors to the Human Resources office.

Qualifications: Requirements include: College degree; minimum of one year experience in Human Resources, or related education or training that provides the required knowledge and skills; desire and ability to serve the needs of others while maintaining sharp focus on details and deadlines in an environment characterized by frequent interruption; advanced technical skills using MS Office suite including desktop publishing and Access; ability to multi-task with accuracy; establish and maintain cooperative relationships with staff, faculty, and the public, ability to maintain a warm and professional manner with a positive employee relations and customer service mindset; maintain the highest level of integrity with the ability to work with sensitive and confidential information. Also requires strong communication and interpersonal skills; ability to plan, organize, and complete assignments without close supervision.

Responsibilities:

- Serves as the initial contact for both internal and external customers, appropriately responding to their needs directly or referring individuals or issues to others. Serve as a resource to employees, faculty, staff, students, applicants and communication contacts; troubleshoot, research, and communicate effectively with all appropriate parties involved.
- Maintains the HRIS system, inputs data and changes and produces reports as requested. Applies technical software expertise to create and maintain data.
- Provides support such as: schedules interviews, appointments and meetings; answers and directs telephone calls; greets visitors; receives applications; drafts and composes correspondence and reports; processes mailings; processes accounting transactions; processes relocation reimbursements; maintains information retrieval system to ensure timely follow up for documentation and deadlines; opens, sorts and distributes incoming mail using judgement in prioritizing communications which require immediate attention.
- Prepares documentation for employment offers and pay changes. Prepares and assembles materials for orientation, exit interviews, leaves of absence, seminars, events and meetings.
- Interprets College policy for individual situations to promote understanding and clarification and to ensure consistency of practices.
- Updates position descriptions, composes and places advertising and listings for open positions.
- Coordinates recognition and service award process. Maintains inventory and recipient lists; purchases and distributes awards on a quarterly basis.
- Maintains the departmental websites.
- Assists with coordination and implementation of two annual special events, and meetings.
- Assists in pre-employment screening by offering first impressions of applicants.
- Completes materials for the processing of Workers' Compensation, state disability, and unemployment claims.
- Gathers information and prepares reports; conducts internal surveys for policy development and planning purposes; completes external surveys as requested. Responds in a prompt and helpful way to requests for assistance and information such as questions about policy, the employment process and employment verifications.

- Maintains College organization chart.
- Participates in staff meeting and other training and seminars.
- Maintains secure and organized paper and computerized files and records.
- Performs all other duties as assigned.

Reports to: Director of Human Resources

6-09