



## Job Classification Description

### **HUMAN RESOURCES STAFF ASSISTANT NON-BARGAINING UNIT**

### **GRADE 9 NON-BARGAINING UNIT**

#### **BASIC FUNCTION**

To coordinate and carry out a variety of payroll and human resources related activities for the College.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Responsible for performing all duties related to processing payroll for student workers including both work study eligible and college funded.
- Assist with and carry out payroll and benefits functions for the college in the absence of the Director of Payroll & Benefits.
- In conjunction with other involved offices, assist in the preparation of staff and administrator contracts during regular employment cycles and for new hires at other times.
- Coordinate employment recruiting process and employment functions: write job postings and place ads; post positions internally and on college website and on VSC portal; receive incoming resumes and distribute search materials to appropriate committees and department heads; initiate applicant correspondence throughout the search process; track and arrange for payment of advertising costs related to recruitment.
- Assist with the organization and maintenance of central personnel records systems related to various payroll and human resources functions (employment contracts, performance evaluations, benefits, payroll, etc.).
- Assist in new employee orientation activities.
- Confer regularly with immediate supervisor and a wide range of college administrators, staff and faculty to coordinate the human resources & payroll activities, exchange information, explain and interpret personnel policies and procedures, and investigate and advise on various personnel problems.
- Assist in developing, evaluating and revising operating policies, procedures and forms related to personnel and payroll matters.
- Assist with special projects as assigned.
- Assist in the preparation of various internal administrative reports, as well as various reports for government agencies and professional organizations.

**SUPERVISION RECEIVED**

General supervision is received from the Director of Payroll & Benefits, the Director of Human Resources or other senior staff member.

**SUPERVISION EXERCISED**

NONE

**MINIMUM QUALIFICATIONS**

Associates degree in appropriate discipline plus three to four years of relevant clerical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

This position requires a self-starter who follows through with all constituents and is detail oriented. Must feel comfortable with change and enjoy working with a diverse population. Some travel and hours outside of the normal work day may be required. In addition, the person in this position must demonstrate the following abilities and characteristics:

- Demonstrated customer service skills.
- Good planning, administrative, organizational skills
- Strong Microsoft Office skills
- Directly related experience and skills in payroll accounting desirable; good working knowledge of relevant government regulations.
- Ability to exercise confidentiality in all matters a must.
- Outstanding written and verbal communications skills.
- Ability to work effectively with a wide variety of individuals inside and outside of the college. Must exhibit grace under pressure and handle stressful situations with tact.
- Previous experience in organizing and maintaining complex filing and record keeping systems, including some experience with computerized information systems.