



VERMONT STATE COLLEGES

Job Description Classification

HUMAN RESOURCES STAFF ASSISTANT NON-BARGAINING UNIT

**GRADE 9
EXEMPT**

BASIC FUNCTION

To coordinate and carry out a variety of key administrative support functions of the Human Resources and Payroll and Employee Services departments.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Process and carry out student payroll system.
- Assist with and carry out employee payroll system as directed.
- Assist with the organization and maintenance of central personnel records systems related to various personnel functions (employment, benefits, job classifications, bargaining unit status and so forth.)
- Assist in employment recruitment and employment functions: write job postings and place ads; post positions internally and on college website; receive incoming resumes and job inquiries; distribute search materials to appropriate committees and department heads; initiate applicant correspondence throughout search process.
- Confer regularly with immediate supervisor and a wide range of college administrators, staff and faculty to coordinate the recruitment/hiring process and other personnel activities, exchange information, explain and interpret personnel policies and procedures, advise on various personnel problems, and the like.
- Assist in developing, evaluating and revising Human Resource department operating policies, procedures, and forms related to personnel and payroll matters.
- Assist with special projects as assigned.
- Assist with unemployment and worker's compensation administration.
- 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 and Employee Services.

SUPERVISION EXERCISED

None.

MINIMUM QUALIFICATIONS

Associates degree in an 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.

- Good planning, administrative, organizational, research, writing and computer skills

- Previous experience in organizing and maintaining complex filing and record keeping systems, including some experience with computerized information systems.
- Previous experience with Colleague system.
- Good general understanding of higher education organizational structure and administrative operations.
- Ability to deal effectively with a wide variety of individuals inside and outside of the College.
- Ability to deal effectively with stressful situations, effective communication skills.
- Ability to exercise extreme confidentiality in all matters a must.
-

This general outline illustrates the type of work that characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.