



POSITION DESCRIPTION

TITLE: Human Resources Assistant

FLSA STATUS: Non-exempt, 1.0FTE	GRADE LEVEL: 4
LOCATION: Rhodes Hall	UNIT: Business Affairs
SHIFT: 8:00 am – 5:00 pm M-F	DEPT: Human Resources
INCUMBENT: Vacant	EMPLOYEE SIGNATURE: Date:
REPORTS TO: Director, Human Resources	PREPARED BY & DATE:
Reviewed/Revised By:	EE Name : Date:
Reviewed/Revised By:	EE Name : Date:
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I. POSITION PURPOSE – *List brief summary of position*

The Human Resources Assistant supports the Human Resources department in a number of functions. Under general direction, the HR Assistant oversees all employee open position advertising/ recruitment and on-boarding process; processes and maintains all employee personnel records; processes Requests For Services contracts. The HR Assistant assists the Director of Human Resources by researching and compiling data; composing employment offers and faculty limited contracts. The HR Assistant assists internal and external customers as necessary. All duties are performed with a strong customer service focus.

II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

Former employees	Applicants	Board of Trustees	Recruitment /Advertising Agencies
Current faculty, staff and student workers	Hiring committee chairs and members	Various Businesses and Universities (Potential Employee Sources)	Divisional heads, deans and administrative assistants
Employment verification entities	Third party vendors		

III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

- None

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

Under general supervision, this position performs the following duties:

1.	Oversees recruitment process of both internal and external position advertising in all mediums. Supports search committees by ensuring all appropriate documentation is complete and available to view in a timely manner. Assists the committee through the process as needed.
2.	Manages HR orientation process and materials, ensuring all areas are covered. Processes background checks, composes offer/term/change letters and faculty limited contracts.
3.	Complies with all Higher Learning Commission, state, and federal mandated recordkeeping requirements for all personnel files, both active and archived. Ensures files are standardized, organized, and kept up-to-date.

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4.	Coordinates and oversees College-wide onboarding sessions held two to three times each year. Works with appropriate department personnel to ensure all areas are covered.
5.	Prepares and processes Payroll Authorization and checksheet forms in accordance with established guidelines. Maintains employee data in Colleague by entering and updating employment and status-change data in a timely manner, while paying careful attention to accuracy.
6.	Processes and generates Requests for Services contracts for the Project Jericho, Tutors and College for Kids divisions.
7.	Maintains and updates HR portion of myClarkState portal, including, but not limited to: Organization Chart, Grade Level Matrix, Position Descriptions, and New Hire/Term data.
8.	Assists all customers/clients by providing excellent customer service. Answers questions and concerns and responds to employment verifications in a timely manner.
9.	Serves on selected All-College committees as designated by the Director of Human Resources.
10.	Manages office supply ordering, including labor posters for all locations.
11.	Performs other duties as assigned.

V. SUPERVISORY RESPONSIBILITIES – *The following position title(s) report to this position. If there are no reporting positions, type “None.”*

- This position will supervise student worker when available.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

VI. EDUCATION and/or EXPERIENCE – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- High school graduate or GED equivalent, associate’s degree preferred.
- Two to three years hands-on experience in Human Resources required.
- Experience working in human resources in a higher education institution helpful.
- Basic knowledge of employment laws and policies required.
- Experience with the Colleague/Ellucian applications systems helpful.

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VII. SKILLS AND ABILITIES – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- High degree of confidentiality, sensitivity, integrity and discretion required for work involving access to personal and confidential information and ability to remain confidential.
- Ability to work independently under minimal supervision and with a high degree of initiative and self-direction.
- Very good oral and written communication skills with the ability to communicate complex information when required; very good organizational skills to include the ability to prioritize and produce multiple tasks which are highly detailed with accuracy and expediency and under time and deadline constraints.
- Effective presentation skills required.
- Excellent customer service skills and ability to foster cooperativeness and positively interact with college employees and the general public; must have a professional demeanor.
- Computer proficient, specifically MS Office (Word, Excel, PowerPoint), and electronic mail systems.
- Team oriented and must possess knowledge of department concepts, practices and procedures within HR field.
- Ability to work flexible hours to accommodate peak work times.
- Must be able to exercise initiative and independent judgment in performance of assigned duties.
- Must be able to work in a fast-paced environment with lots of interruptions.

VIII. CERTIFICATES, LICENSES, REGISTRATIONS – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- Valid Ohio Driver's License required
- Professional Human Resources (PHR, SPHR, etc.) certification preferred

IX. LANGUAGE SKILLS – *(To be completed by HR)*

Ability to read and comprehend detailed, somewhat complex instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, students, and other employees of the organization.

X. MATHEMATICAL SKILLS – *(To be completed by HR)*

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

XI. REASONING ABILITY – *(To be completed by HR)*

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



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XII. 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, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job the employee is regularly required to sit, use hands to touch, handle; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

XIII. 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. (To be completed by HR).*

The work is performed in an office environment with a minimal amount of noise and frequent interruptions.