



ASNUNTUCK COMMUNITY COLLEGE JOB OPPORTUNITY

Human Resources Assistant

Professional 2 – Management Position, Part-Time (16 hours/week)
Educational Assistant

**ANTICIPATED
STARTING DATE:**

December 2018

**MINIMUM
QUALIFICATIONS:**

Demonstrated ability to understand and apply human resources policies and procedures in a way that meets legal and regulatory requirements and that supports the college's management in their objective of recruiting and retaining appropriately qualified staff and providing effective administration of sound human resource management programs.

Assists in the administration of tuition reimbursements; participates in recruitment process; responds to inquiries by gathering information and composing correspondence; may assist in the preparation and delivery of training; may gather and calculate seniority and longevity; may assist human resources professionals with special projects; may conduct research; personnel records management, training administration, payroll management and general administrative assistance; assists in conducting audits of agency human resources transactions; utilizes human resources information systems to produce reports and summarize data; and performs related duties as required. The HR Assistant reports to the Director of Human Resources.

These skills and abilities normally are acquired through a combination of experience and training in human resource administration of at least five (5) years of experience in clerical work in human resources management in at least one of the following areas: recruitment, selection, classification, compensation, payroll, organizational and/or employee development. University education in human resource management or government administration for two of those years is highly desired for personnel administration in institutions of higher learning. Experience with JobApps, Core-CT (especially job data, person data and time and labor modules) preferred. Provide customer service; excellent interpersonal, oral and written communication skills are essential.

Applicants who do not meet the minimum requirements are encouraged to apply, stating in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions may be made for compelling reasons.

RESPONSIBILITIES:

- Assist in recruiting and hiring classified and unclassified employees.
- Perform initial on boarding for new and returning staff including coordination of new hire packets for new staff members in such areas as completion of required forms, explaining college policies, benefits, payroll information, time card process and background checks.
- Manage staff personnel records. This includes such tasks as creating initial staff records, processing forms for changes in staff information, assuring the proper security of employee information and providing legally proper employment verification.
- Manage biweekly payroll process including time card review and approval. Ensure payroll balances to Core-CT file.
- Provide general administrative services such as producing reports on employment and benefits, responding to public inquiries about employment with the college, assisting in arranging for in staff training and additional duties as needed.

**MINIMUM
SALARY:**

\$21.65 per hour

TO APPLY, PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

Only complete application packages received by the closing date will be accepted for consideration. The final candidate will be required to successfully pass a background check.

- Letter of Intent
- Resume
- Names and contact information of three (3) professional references
- Typed Board of Regents Employment Application
- Unofficial Transcripts

You may email your application package to AS-Humanresources@asnuntuck.edu

JOB CODE: HR-AST

**APPLICATION
DEADLINE:**

Application materials must be received on or before December 14, 2018

**ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F.
PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Notice of Non-discrimination: Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Yhara Zelinka, Title IX Coordinator, yzelinka@asnuntuck.edu (860) 253-3092 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community college, 170 Elm Street, Enfield, CT 06082.