

Job Description

Title: Human Resources Associate
CBA Position: KCSS
Department: Human Resources
Reporting Manager: Dir. Of HR
Direct Reports: None
FLSA: Non-Exempt
Expected Hours of Work: 40

Salary Band: B23
Band Range: \$35,835-\$50,169
FY14 Budget:
Account Number:
ICCB Class:
KC Status (Class): Support Staff
POSD:

Job Summary:

Provide clerical and administrative support for the Human Resources Director and staff.

Supervisory Responsibilities: None, but may coordinate the activities of part time or student workers.

Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- 3-5 years of experience providing administrative support.

Illustrative Examples of Essential Functions:

- Process employee and other related Human Resources forms and documentation
- Answer general questions and provide basic information to employees questions as it relates to benefits or programs offered to employees of the College
- Maintain and update Human Resource Information Systems as necessary
- Digitize and back index all Human Resource documents at the College for integration into the Human Resources Information Systems as indicated by the Director of Human Resources.
- Assist the Human resources Specialist and Director in projects as assigned.
- Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess excellent organizational skills
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Self-initiative and ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of general administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014