

## **Human Resources Assistant II**

### **Human Resources Office**

Position #23-039 (Repost)

Non-exempt, full time regular, benefits eligible position. Salary is commensurate with education and experience.

#### **Benefits**

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

#### **To Apply**

- Submit an Employment Application packet available at [www.wvup.edu/jobs](http://www.wvup.edu/jobs)
- WVUP is an Equal Opportunity/Affirmative Action institution

#### **Function/Summary**

The Human Resources Assistant II provides administrative support to the Executive Director, Human Resources and Compliance with frequent exposure to confidential issues and is responsible for performing a wide variety of routine and skilled clerical and administrative tasks in support of the central human resources department, including processing transactions using appropriate paper forms and business systems to generate reports and queries appropriate to the specific role. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

#### **Minimum Qualifications**

Education:

- 18 months vocational or technical training, or equivalent education and experience
- Associates degree (preferred)

Experience:

- One-year office, personnel, or accounting experience
- Two or more years of Human Resources and/or compensation and benefits experience (preferred)

#### **Knowledge, Skills & Abilities**

- Proficient with Microsoft Office applications.
- Excellent interpersonal communication skills.
- Ability to maintain a welcoming environment.
- Ability to multi-task and work well with others.
- Ability to manage confidential and sensitive material.

#### **Duties/Responsibilities**

<b>Frequency:</b>	<b>Duties:</b>
35%	<p><b>Benefits Coordinator</b></p> <ul style="list-style-type: none"> <li>• Serves as a contact for staff and faculty via in-person, telephone, mail, email or other for Compensation and Benefit issues.</li> <li>• Prepares and presents information to new hires via a Benefits Orientation. This includes preparation of materials, benefit explanations, questions, enrollment completion and submission in a timely manner.</li> <li>• Communicates all pertinent data to appropriate personnel.</li> <li>• Responsible for Leave Administration, processing, documentation, and record-keeping.</li> <li>• Maintains accurate records for benefit enrollment, administration, invoicing, etc.</li> <li>• Prepares and presents in-services to staff and faculty as needed.</li> <li>• Explains policies, procedures and guidelines or seeks assistance from the appropriate personnel on various issues.</li> <li>• Completes all benefits data entry into various applications and software systems.</li> <li>• Maintains and updates information in the Human Resources confidential personnel files (paper and electronic).</li> <li>• Stays current with all benefits updates including, but not limited to, Medical insurance, Dental insurance, Vision insurance, Life insurance, Disability insurance, Savings accounts, Retirement programs, Workers Compensation and Unemployment compensation.</li> </ul>
35%	<p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Serves as a contact for all employees and responsible for maintaining a welcoming environment.</li> <li>• Prepares various reports as required for internal and external sources. This will require hands-on knowledge of various applications and software packages.</li> <li>• Prepares and maintains brochures, pamphlets, etc., for communication purposes.</li> <li>• Prepares correspondence as required.</li> <li>• Participates in various salary and wage surveys.</li> <li>• Assists with Payroll processing as needed.</li> <li>• Maintains all forms, handouts, information provided to employees.</li> <li>• Maintains a welcoming environment for all guests (internal or external).</li> </ul>
20%	<p><b>Position Management</b></p> <ul style="list-style-type: none"> <li>• Coordinates, prepares, and maintains position descriptions with input from necessary personnel.</li> </ul>
10%	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Requires strict adherence to confidentiality processes and procedures to protect employees' private information at all times.</li> <li>• Other duties as assigned.</li> </ul>

**Posted**

05/19/2023 with an application deadline of 06/02/2023.