

CLASSIFICATION SPECIFICATION

Assistant to the Vice President for Human Resources

FT/PT Class Code: 5143, 5643 Pay Grade: B/C 12 FLSA: Non-Exempt Est. 10/20/16

SUMMARY STATEMENT: An incumbent is responsible for providing administrative support to the Vice President for Human Resources in a variety of operational areas such as employee benefits, development, performance and training, recruitment, diversity initiatives, civil rights and Title IX. Examples of support include: coordinating and scheduling Collegewide events, organizing various task forces and committees, researching and compiling a variety of reports, and maintaining the Vice President's daily appointment calendar.

NATURE AND SCOPE:

An incumbent in this position reports directly to the Vice President for Human Resources. The incumbent provides support in areas that include, but are not limited to, those listed in the summary statement as well as: disseminating directives; preparing various reports; compiling and analyzing division-related data and performance metrics; assisting in budget preparation and development by maintaining records and/or compiling data; performing special projects and studies; obtaining, organizing, and drafting administrative materials; and acting as a liaison between the Vice President for Human Resources, administrators, deans, directors, faculty, staff, and outside agencies.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Acts as principal assistant to the Vice President for Human Resources in a variety of operational areas. Maintains daily appointment calendar, including scheduling and arranging details for a variety of meetings. Obtains, organizes and/or drafts technical and administrative material necessary for information dissemination for the Vice President for Human Resources.
2. Provides administrative support for Collegewide Human Resources Representatives meetings, including preparing and distributing supporting documents and minutes. Provides administrative support for Collegewide Human Resources initiatives and programs such as the Collegewide Leadership Development Program, including scheduling, arranging catering services, processing invoices, compiling evaluation data, etc.
3. Answers the main phone line for Office of the President Human Resources Department, orders office supplies, serves as the leave administrator for the Office of the President, tracks the receipt of Office of the President timesheets, maintains the Collegewide Catastrophic Leave Bank, receives and forwards unemployment claims, and processes Supercard and other invoices for payment. Gathers, analyzes, and summarizes relevant information to prepare documents and reports as assigned.
4. Maintains various logs and spreadsheets to track a variety of items such as: CDL driver testing, fleet notifications, background checks, professional development forms, tuition benefits, over-the-rate forms, Stewards of Children training, pre-employment drug tests, survey tabulations and results, etc.

PRINCIPAL ACCOUNTABILITIES, cont'd:

5. Develops and manages the Human Resources Division's annual budget.
6. Creates, organizes and maintains human resources files for the Office of the President. Opens and distributes department mail.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College operations, policies, practices and procedures.
- ◇ Knowledge of filing and recordkeeping techniques and procedures.
- ◇ Knowledge of database, word processing and spreadsheet software programs.
- ◇ Knowledge of policies and procedures of support services, such as records management, purchasing and equipment maintenance and repair.
- ◇ Skill in handling complaints tactfully and thoroughly.
- ◇ Skill in compilation, research and analysis of information.
- ◇ Excellent keyboarding, word processing, decision-making, critical thinking, organizational, interpersonal and communication skills.
- ◇ Ability to read, apply, and explain rules, regulations, policies, and procedures.
- ◇ Ability to communicate effectively both orally and in writing.
- ◇ Ability to track budget information.
- ◇ Ability to work well with others.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of responsible administrative experience; or other equivalent combination of education and experience.