

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Human Resources Assistant**

Data Year: 2019

Prepared On: 06/23/2019

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Department:	Human Resources	Grade:	9
Reports To:	Director of Human Resources	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	T Dowell	Effective Date:	02/20/2015
		Revised Date:	11/07/2018

**Role:**

Position is responsible for day-to-day clerical duties and will assist in Human Resources and Payroll processes.

**Essential Functions & Responsibilities:**

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|---|-----|--|
| E | 20% | Provides clerical support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies; preparing new employee files; process mail and day to day correspondence; create employment packets; and serving as a point person for all new employee questions and information flow between the organization and job candidate. |
| E | 20% | Assist with the new hire application process. This includes insuring that background check request is complete, setting appointments for new hire on-boarding orientation.   |
| E | 15% | Welcomes new employees to the organization by sending set-up information to IT and maintenance. Assisting with conducting new employee orientations.   |
| E | 15% | Responsible for entering new employment information, maintaining employee information and updating status changes in Banner; collecting employment benefit and tax information forms; conducting benefit enrollment process including going over new employee orientation checklist.   |
| E | 10% | Assist with Student Employment Workshops. Assists in creating and maintaining Human Resources forms. Generates correspondence and attends training or professional development as requested. Assists in supervision of student worker.   |
| E | 10% | Assist in the processing of payroll each month; answer questions regarding leave requests and balances; imputing corrections into time recording system; reconciling benefits statements and creating invoices for payment as needed.  |
| E | 5%  | Provides assistance with job posting, collecting and organizing application packets, forward application packets to search committee chairs, and provide benefit information to prospective candidates.  |
| E | 5%  | Assist with imputing job descriptions, employee compensation data, and salary increases; Assist with benefit open enrollments; and additional duties as assigned.  |

**Performance Measurements:**

1. Data entered with zero to minimal errors in Banner, TimeClock Plus and benefit companies
2. Documents filed into personnel files with zero or minimal errors.
3. Communicates effectively with director and payroll generalist.

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4. Greets visitors upon entering office.
5. Payroll processed with zero or minimal errors.
6. Attends professional development workshops, organizational meetings, etc.
7. Submits requested data or reports prior to or by deadline.
8. Arrives to work on time and submits leave requests in a timely manner. Must work a minimum of 40 hours per week
9. Creates and updates personnel files daily.
10. Complies with college and human resources policies, procedures, and practices.

**Knowledge and Skills:**

Experience	Two years to five years of similar or related experience. Bilingual preferred.
Education	Associate's Degree or completion of a specialized course of study at a business or trade school or completion of a specialized and extensive in-house training or apprenticeship program.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	<p>Knowledge:</p> <p>Knowledge of clerical procedures and systems such as Microsoft Office spreadsheets, word processing and email, managing files and records.</p> <p>Knowledge of computers and office equipment e.g. copiers, scanners, printers, phone systems, 10-key calculator, etc.</p> <p>Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.</p> <p>Knowledge of mathematics and simple formulas.</p> <p>Knowledge of payroll processes.</p> <p>Skills:</p> <p>Interpersonal skills-remains open to others ideas and exhibits a willingness to try new processes.</p> <p>Dependable-arrive to work on time, follows instructions, responds positively to direction and feedback.</p> <p>Organized-uses time efficiently and develops realistic action plans.</p> <p>Accurate, thorough and monitors own work for quality.</p>

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**Abilities:**

Ability to enter data with minimal errors.

Ability to work with frequent interruptions.

Ability to adapt to change e.g. work environment, unexpected events, and procedures.

Ability to maintain confidentiality of payroll and human resources records and information.

Ability to learn new software.

**Physical  
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 2 hours at one time with a total of 6 hours

Standing for a period of 1/2 hour at one time with a total of 1 hour

Walking for a period of 1/2 hour at one time with a total of 1 hour

Lifting: up to 10 lbs. occasionally

Carrying: up to 10 lbs. occasionally

Repetitive Action: use of right and left hand for simple grasping, fine manipulating and frequent keyboarding

Bending, squatting, and reaching above shoulder level occasionally

Driving occasionally for college activities

**Work Environment** Regular exposure to favorable conditions such as those found in a normal office.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature