

Job Title: Human Resources Assistant

Dept: Human Resources

Immediate Supervisor: Chief Human Resources Officer

FLSA Status: Non-exempt

Position Status: This is a part-time, regular position with work hours of 8 a.m.-5 p.m., three days a week, although work may be required in the evenings and on weekends occasionally.

- I. **Job Summary:** Responsible for assisting in the administration of HR programs and activities, including employment policies/ procedures, salary administration, benefits administration, employee safety and employee communications.

- II. **Responsibilities** and duties include, but are not limited to:
 - A. Employment-related activities:
 1. Supports search committees with the use of Interview Exchange Applicant Tracking program.
 2. Verifies pre-employment information, including submitting criminal background checks; prepares appointment letters for review; communicates with hiring manager as necessary.
 3. Conducts onboarding for new part-time faculty and staff.
 4. Responsible for day-to-day maintenance of employee records, including database information.
 5. Scans faculty contracts for HR, Academic Affairs and Payroll in timely manner; scans termed employees personnel folders and other Human Resources forms.
 6. Cheerfully greets and assists visitors to HR office; answers phone calls and assists callers as necessary. Friendly, professional customer service is expected.
 7. Updates and maintains Human Resources website.

 - B. Salary Administration:
 1. Assists in processing salary-related changes.
 2. Prepares monthly reports on staffing projections and turnover;

 - C. Benefits Administration:
 1. Responsible for processing benefit enrollment and changes on a day-to-day basis. This includes insuring compliance with University policies, applicable laws and regulations; responding to employee inquiries about the status of benefits; timely processing of benefits forms; preparing periodic management reports; and reconciling invoices.
 2. Accepts workers compensation claims from employees; insures workers compensation claims are filed timely with carrier and employees are referred for appropriate medical attention. Monitors claims internally; prepares periodic reports on claims status.

Qualifications:

1. Education: Some college required
2. Experience: Two to five years of office experience
3. Skills Required: Competency in computer spreadsheets and info databases is required.
4. Communication: Strong interpersonal and problem solving abilities; excellent customer service approach; demonstrated organizational skills.
5. Creativity: Moderate
6. Level of Responsibility: Direct, but supervised, impact on quality and efficiency of HR services.
7. Supervision: None

Working Conditions: Standard office environment.

Application Deadline: September 26, 2012

Please send cover letter, resume and three contact information for three professional references to
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