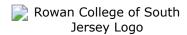
8/12/2019 Job Bulletin

ROWAN COLLEGE OF SOUTH JERSEY invites applications for the position of:



Human Resources Assistant

SALARY: \$15.02 Hourly

OPENING DATE: 08/12/19

DESCRIPTION:

Provides administrative support in the day-to-day operations of the human resources department to include employee relations, recruitment and employment, personnel records, HRIS, pensions, benefits and professional development.

EXAMPLES OF DUTIES:

- 1. Acts as initial contact person for walk-in and telephone inquiries. Ensures all visitors and staff are greeted in a courteous and professional manner.
- 2. Handles confidential information of a personal nature involving College employees.
- 3. Assists with the recruitment and interview process, including conducting employment references.
- 4. Processes all new hire paperwork to include I-9 verifications and background checks and all adjunct applications for each division.
- 5. Processes new employee information, ensuring data standards are met.
- 6. Assists with scheduling, preparation, and orientations for new full time employees.
- 7. Assists with maintenance and updating internal controls regarding employee health benefits and pension system.
- 8. Assists with preparation and processing payroll changes through the Ellucian Banner system and coordinates changes with the Payroll Department.
- 9. Processes union billing reconciliations and check requests.
- 10. Prepares letters, agendas, memorandum, and other materials for distribution. Handles mass mailings and duplication requests.
- 11. Coordinates with the departments on campus with work study and student workers.
- 12. Assists the department with correspondence, calendar appointments, and various reporting needs.
- 13. Creates new employee personnel files and other confidential information in a timely manner.
- 14. Maintains adequate inventory of required forms, materials, and office supplies.
- 15. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- · Associate's Degree or equivalent combination of education and experience
- Minimum of one (1) year directly related personnel/human resources experience
- Experience handling confidential information and situations
- Advanced knowledge of Microsoft Office products
- · Ability to multitask and work in a highly detailed and fast paced environment
- · Ellucian Banner experience preferred

SUPPLEMENTAL INFORMATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Physical activity of the position:

- Walking
- Lifting
- Talking
- Hearing
- · Repetitive motion of the wrists, hands, and/or fingers such as picking, pinching, typing

Physical requirements of the position:

Sedentary work- exerting up to 10 pounds of force occasionally

Visual acuity requirements of the position:

The worker is required to have close visual acuity

Workplace conditions of the position:

• The worker is not substantially exposed to adverse environmental conditions.

Women and Minorities Encouraged to Apply Affirmative Action/Equal Opportunity Employer

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

APPLICATIONS MAY BE FILED ONLINE AT: https://www.rcsj.edu/

Position #T99983 HUMAN RESOURCES ASSISTANT

1400 Tanyard Road Sewell, NJ 08080

jobs@rcgc.edu

Human Resources Assistant Supplemental Questionnaire

- * 1. Please state your highest level of education and degree, if applicable.
- * 2. Please describe your professional experience, including number of years, in personnel or human resources.
- * 3. Please describe your experience, if any, with Ellucian Banner or Colleague.
- * Required Question