

**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.

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
JG

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