



Position Title: Human Resources (HR) Assistant
Reports To: Director, Human Resources
Department: Human Resources
Classification: Full-time, Non-Exempt, 12-Months, Benefits Eligible

POSITION OVERVIEW

The Human Resources (HR) Assistant will assist with the day-to day operations of the HR functions and duties to include providing clerical and administrative support to the Human Resources department.

DUTIES AND RESPONSIBILITIES

- Assist HR supervisor with the hiring process to include posting job ads, organizing resumes and job applications, and scheduling candidate interviews
- Maintain and update accurate and complete HR and employee records
- Streamline process for electronic upload of employee files
- Ensure background and reference checks are completed
- Perform file audits to ensure that all required employee documentation is collected and maintained
- Daily check and processing of incoming mail
- Answer the telephone, relay messages, and maintain equipment and supplies
- Administer and process new hire paperwork
- Coordinate orientation of new employees
- Maintain HR system database
- Maintain employee confidence and protects operations by keeping human resource information confidential
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Associate or bachelor's degree or equivalent combination of education and experience
- 3 years administrative assistant experience
- 1 – 2 years' experience in human resources a plus
- Knowledge of ADP a plus

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent written and verbal communication skills
- Ability to multi-task
- Must be detailed-oriented with strong organization skills
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office and related business and communication tools
- Must be dependable
- Must be able to prioritize and plan work activities as to use time efficiently

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter and Resume/ unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please