

Job Description

Job Title: College Assistant - Human Resources
Job ID: 14461
Location: Hostos Community College
Full/Part Time: Part-Time
Regular/Temporary: Regular

GENERAL DUTIES

- Under supervision, performs miscellaneous clerical, administrative, research or other work related to the operation of a College or other unit where such work is required on a part-time basis or for a period of limited duration.
- There is one Assignment Level for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.
- Maximum tenure for any employee in this hourly position is 1040 hours per year.
- Performs routine clerical work; may answer and attend to telephone calls; maintain records, operate office machines (such as copier), sort and distribute mail, issue keys and identity cards, act as messenger, and perform related tasks as required.
- Types letters, memoranda, charts, and similar materials.
- Acts as cashier.
- Assists in statistical or research activities. May collect and compile data, code data for computer entry, perform data entry, and run computer reports.
- Performs clerical library work, such as sorting and shelving books, performing data entry into library systems, or binding books and periodicals.
- Assists in instructional programs, including tutoring and assisting students in areas such as reading and mathematics. May assist in speech and hearing therapy, provide musical accompaniment, and/or distribute and collect physical education equipment.
- Enters and maintains departmental records such as inventory control records, rosters, directories, and schedules.
- May operate computers, computer software, and other electronic equipment in performing assigned tasks.

CONTRACT TITLE

College Assistant

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The Human Resources Department is seeking College Assistants to provide administrative support by performing clerical functions. This is an excellent opportunity for motivated individuals interested in pursuing a career in the field of Human Resources or Higher Education Administration. College Assistants will be assigned to work a schedule of 20 hours per week.

Duties include but are not limited to the following:

- Provides assistance in the reception area; receives visitors, responds to inquiries and/or directs to appropriate HR staff.
- Prepares tasks related to the new customer service support system.
- Answers telephone, screens calls, takes accurate messages and provides general information.
- Prepares and collates documents including employee files.
- Ensures that all necessary paperwork is completed as part of the new hire processes; follows up on reference and other competency assessment.
- Schedules interviews for selected classified staff candidates and new hires for orientations; sets up/coordinates meetings as required.
- Assists with the manual and electronic filing of documents; ensures appropriate retrieval and compliance to filing procedures.
- Enters employee information into HR systems.

MINIMUM QUALIFICATIONS

- Must demonstrate sufficient skills to perform the duties of the assigned tasks.

OTHER QUALIFICATIONS

The ideal candidate will possess the following knowledge, skills and abilities:

- Entry-level experience in Human Resources or related field
- Ability to provide quality customer service
- Excellent oral and written communication skills
- Proficient with Microsoft Suite, principally Word, Excel, Power Point, and/or Access
- Experience with PeopleSoft or an ERP in a higher education environment
- Ability to express initiative and willingness to take on responsibilities and challenges
- Aptitude for detail as well as adaptability to change

Bachelors degree is preferred.

COMPENSATION

\$12 - \$15/hour; salary commensurate with experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings."

Please attach resume, and cover letter with the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

Open until filled with review of applications to begin February 22, 2016.

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.