

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Administrative Assistant for Human Resources & Payroll and VP for Finance & Administration

Preparation Date: February 2016

Function of Position:

This part-time position is responsible to the Director of Human Resources and Payroll for coordinating functions of the Human Resources and Payroll office, including, but not limited to greeting customers and responding to their needs, preparing job postings and advertisements, and handling general office duties. Provides general office support for VP for Finance & Administration.

Principal Duties and Responsibilities:

1. Handle general office duties, including, but not limited to processing payments, handling purchasing card activity, correspondence, mail, filing, scheduling of meetings, updating and maintaining forms, preparing employee reports, ordering supplies, etc. (25%)
2. Greet applicants, faculty, staff, students, administrators and other guests by phone or in person; provide information and direction as requested. (20%)
3. Prepare job vacancy announcements for posting; place ads on websites and in various publications for faculty and staff vacancies; prepare and maintain files to track applicants; process mailings when searches are completed; perform background checks and verify degrees; archive search files. (15%)
4. Prepares new employee files, including payroll and personnel forms when new employees are hired; create and maintain records in Jenzabar database, Wartburg directory, and other electronic and paper records for all employees. (15%)
5. Gather, organize, and store all contracts; prepare salary letters for returning staff as well as new staff; complete requests for employee verification; and provide assistance to organize orientation for new staff. (15%)
6. Assist in gathering and tracking the timely completion and submission of performance appraisals and report such information to appropriate parties. (5%)
7. Prepares agenda and minutes for institutional committees. (4%)
8. Other duties as assigned. (1%)

Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and consults with the supervisor on unusual cases.

Minimum Qualifications:

Requires equivalent of an Associate degree in business or related field and three years of related experience; excellent oral and written communication skills; proficiency with 10-key pad, keyboard, and typing skills; solid knowledge and experience on PC in Windows environment, including use of Excel and Word; and strong commitment to customer service. Prefer experience in payroll processing and/or benefits administration.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.