

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Human Resources & Payroll Assistant

Preparation Date: February 2017

Function of Position:

This full-time position is responsible to the Director of Human Resources and Payroll for coordinating functions of the Human Resources and Payroll office with an emphasis on HR-Payroll workflow, payroll-related data entry, new hire set-up, and administrative support. Perform a variety of HR and Payroll functions, including, but not limited to greeting customers and responding to their needs, preparing job postings and advertisements, preparing employee files, and handling general office duties.

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. (10%)
2. Greet applicants, faculty, staff, students, administrators and other guests by phone or in person; provide information and direction as requested. (10%)
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. (8%)
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. Assist with reviewing time sheets and exception reports and following up with missing or incorrect data as well as missing approvals. Reviews paid-time-off (PTO) submitted for approvals, performs appropriate follow-up and completes the sign-off of the PTO. (30%)
5. Gather, organize, and store all contracts; prepare salary letters for new staff as well as returning staff; complete requests for employee verification; and provide assistance to organize orientation for new staff. (7%)
6. Oversee the performance appraisal process. Provide guidance and feedback to employees and managers related to the process. Responsible for tracking completion of performance appraisals and reporting to upper management as needed. (10%)
7. Prepares minutes for institutional and Board committees, as needed. (4%)
8. Assist the director in preparing compliance reports, annual surveys, and ad-hoc reports as needed on a timely basis (4%)
9. Coordinate and handle initial claims and appointments associated with the College's Worker's Compensation program and complete the annual OSHA report. (4%)
10. Organize, coordinate and assist with various events (e.g. staff retreat, new employee orientation, flu-shot, retirement education series, milestones, etc.) (5%)
11. Serve as a back up for the Benefits Administrator. (3%)
12. Assist with various training, including, but not limited to jointly administering the mentoring program with Pathways, sharing with and tracking for Title IX training associated with new employees. (3%)
13. Other duties as assigned. (2%)

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.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.