WARTBURG COLLEGE
POSITION DESCRIPTION
Title of Position: Human Resources & Payroll Assistant
Preparation Date: June 2023

Function of Position:
This full-time position is responsible to the Executive Director of Human Resources 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. 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, new hire physical assessments, and verify degrees; archive search files. (25%)
2. 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 data entry into the Kronos and Jenzabar payroll systems including reviewing timesheets and exception reports and following up with missing or incorrect data. (20%)
3. Greet applicants, faculty, staff, students, administrators and other guests by phone or in person; provide information and direction as requested. (10%)
4. 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%)
5. 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%)
6. Gather, organize, and store all contracts; prepare salary letters for new staff as well as returning staff; complete requests for employee verification; and coordinate employee leaves including FMLA in collaboration with the Senior Benefit Administrator. (7%)
7. Organize, coordinate, and assist with various events (e.g. staff retreat, new employee orientation, flu-shot clinic, retirement education series, milestones, etc.) (5%)
8. Assist with various training initiatives, including mandatory Title IX training, new hire training, and on-going educational training and initiatives. (5%)
9. Assist the director in preparing compliance reports, annual surveys, and ad-hoc reports as needed on a timely basis. Prepares minutes for institutional and Board committees as needed. (3%)
10. Staff handbook updates, policy research and development and special projects (3%)
11. Other duties as assigned. (2%)

Supervision:
Employee is expected to demonstrate initiative and pursue completion of all objectives set by the Executive Director of Human Resources, planning and prioritizing their own work and resolving unusual cases in consultation with their supervisor.

Minimum Qualifications:
Requires a BA in business or related field and three years of related experience, or knowledge equivalent to an AA and five years of related experience; excellent oral and written communication 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 recruiting, 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 members of underrepresented ethnic and minority groups.*