Westminster College
POSITION VACANCY

Human Resources Assistant

Applications are being accepted for the full-time hourly position of Human Resources Assistant. As part of the Finance and Management Services team, the Human Resources Assistant works in collaboration with the Human Resources staff to support all HR goals. Also responsible for providing administrative support to the VP for Finance and other FMS professionals as requested.

Essential Duties & Responsibilities:

- **Human Resources Assistant – 85%**
  - Payroll processing (as backup) to Compensation and Benefits Manager
  - Recordkeeping for employee background clearances, employee training, performance evaluations, and other needs as they arise
  - Maintain HR filing system, including filing of all confidential HR related documents
  - Administrative duties i.e. creation of pay period calendars, time reports, payroll packets
  - Data entry as assigned
  - Retiree health insurance billing and reconciliation
  - Reconciliation of benefit deductions to benefit invoices
  - Benefits open enrollment record keeping
  - Other duties as assigned

- **Administrative Assistant to VP for Finance and Management Services – 15%**
  - Prepare agendas and minutes for Board Committee related meetings
  - Manage Finance and Management Services filing systems
  - Monitor and maintain supplies utilized by FMS staff
  - Other duties as assigned

Minimum Qualifications Required for Success in Position:

- Bachelor’s degree preferred
- Experience with online databases and Microsoft Office applications
- Experience working with Jenzabar EX database preferred, but not required
- Direct experience with payroll processing is strongly preferred, but not required
- The ability to retrieve, organize, and analyze complex material in a consistent way that maintains the integrity of the database
- Excellent verbal and written interpersonal communication and customer service skills
- Strong organizational and task management skills with the ability to manage multiple projects
- Ability to handle confidential material with discretion and to work independently in a deadline-oriented environment
- Reliability
- Demonstrated ability to work in a team environment; ability to be flexible with job functions

Deadline for applications is **June 1, 2021**. Interested individuals should send a cover letter, resume and the names and contact information for at least three work related references to humanresources@westminster.edu or by mail to:

Director of Human Resources
Westminster College
319 S. Market Street
New Wilmington, PA 16172

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.