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

Essential Duties & Responsibilities:
- **Human Resources Coordinator – 85%**
  - Works alongside the Human Resources Manager to perform all payroll functions including processing and deduction management.
  - Recordkeeping for employee background clearances, trainings, performance evaluations, and other needs as they arise.
  - Maintains accurate and up-to-date human resource files, records, and documentation.
  - Maintains the integrity and confidentiality of human resource files and records.
  - Reconciles and processes health insurance billing and various payroll deductions.
  - Assists in the processing of benefit open enrollment.
  - Performs other duties as assigned.
- **Administrative Assistant to VP for Finance and Management Services – 15%**
  - Assists with Board and Committee-related activity, including agenda and minutes preparation.
  - Manage FMS filing systems and supplies utilized by staff.
  - Schedules meetings and assists FMS staff with additional duties when necessary.
  - Performs other duties as assigned.

Minimum Qualifications Required for Success in Position:
- Bachelor’s degree in Human Resources or Business Administration preferred.
- Experience with payroll systems strongly preferred, but not required.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy in a deadline-oriented environment.
- Proficient with Microsoft Office Suite or related software.
- The ability to retrieve, organize, and analyze complex material in a consistent way that maintains the integrity of the database.

Deadline for applications is **November 15, 2022**. 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.