

Westminster College POSITION VACANCY

Student Payroll/HR Office Assistant

Job Summary:

Primary responsibility is the student payroll, which includes working closely with the Office of Financial Aid and the student work program coordinator. Also, 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:

- **Student Payroll/HR Assistant – 50%**
 - Work alongside the Compensation & Benefits Coordinator to back up all payroll functions including processing and deduction management in emergency situations and will be responsible for the student payroll on 10th of the month.
 - Recordkeeping for employee background clearances, track current employee renewals and monitor new hires after they start. Process all employee reimbursements for required clearance renewals.
 - Editor of *HR Connect*, a monthly newsletter for employees
 - Responsible for billing retiree health insurance each month
 - Responsible for scheduling and managing summer shredding activity across campus.
 - Perform other duties as assigned
- **Administrative Assistant to VP for Finance and Management Services – 50%**
 - Assist with Board and Committee-related activity
 - Manage College Driver approval process and recordkeeping
 - Motor pool scheduling and administration; Geotab monitoring
 - Manage FMS filing systems (summer work) and supplies utilized by staff.
 - Schedule meetings and assist FMS staff with additional duties when necessary.
 - Perform other duties as assigned.

Minimum Qualifications:

- High school diploma, bachelor's degree in either Human Resources or Business Administration is preferred.
- Experience with payroll systems is 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 20, 2025**. 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

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