

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES ASSISTANT

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

The Human Resources Assistant provides administrative support and assists the HR team in serving CF employees and building relationships with the community. This is advance clerical work in the effective and consistent application of the department's policies and practices. May act in an advisory capacity to the professional, administrative, support staff or faculty on complex technical or procedural matters. Responds to inquiries on job vacancies, credentialing, faculty transcripts, and other related matters. Maintains and oversees employee personnel files. Maintains operations of front office of the Human Resources department. Full access to Patient Health Information. (PHI Level)

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate's degree required; preferably in Human Resources or related field. Four years' or more working in Human Resources or Personnel Services may be substituted for the degree required. Bachelor degree preferred.
2. Years of experience in field: Three years' full-time advanced clerical work required with at least one year in a Human Resources department preferred. Experience with Jenzabar software is preferred.
3. Special skills or abilities related to position: Knowledge and understanding of the college organization, goals and objectives, and policies and procedures. Ability to deal effectively with outside agencies, college administrators, employees, and the public. Excellent organizational and communication skills (both oral and written). Evidence of computer skills including word processing, spreadsheet, database, and data input and retrieval. Knowledge of the principles and practices of human resource administration.

Special Skills or Abilities related to position: (Continued)

Ability to handle confidential/sensitive information efficiently. Ability to maintain complex records, checks for accuracy and follow up. Knowledge of business principles and office management and record keeping and the ability to apply this knowledge to work problems and situations. Ability to make minor decisions in accordance with State Board of Community College rules, college policies and procedures and to apply these as needed to problems and situations. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to handle multiple priorities and confidential assignments, organize work, and function independently with minimal supervision. Ability to adhere to strict deadlines on a continuing basis and function effectively under heavy workloads during peak periods. Possess the ability to promote and maintain effective working relationships. Has ability to make sound judgement and has good decision-making skills. Has excellent computer skills and is proficient on word processing, spreadsheets, database and data input. In addition, displays exceptional written and oral communication skills.

ESSENTIAL JOB FUNCTIONS:

1. Provide administrative support to Director of Human Resources.
2. Handle all internal and external inquires and concerns regarding college policies and procedures, including highly sensitive and confidential information.
3. Assist the Human Resources Specialist with the recruitment process.
4. Process employee address and name changes.
5. Monitor the Human Resources budget.
6. Create new employee personnel files and modify employee files as needed.
7. Convert personnel files to electronic personnel files, as needed.
8. Retrieve and monitor return of personnel file folders.
9. Purge terminated personnel files.
10. Serve as support for other HR staff members, as needed.
11. Assist employees/departments with completing required employment documents.
12. Maintain document track.
13. Serve as the first point of contact for employees and potential applicants who have questions.
14. Answer phone inquiries and assist internal and external guests. Maintain the HR calendar and arrange meetings for Human Resources staff.
15. Train part-time HR staff in the use of Jenzabar and all duties related to the front desk operations, as needed.
16. Travel to campuses/centers as needed.
17. May require overnight, out-of-district travel on a recurring basis.

ESSENTIAL JOB FUNCTIONS: (Continued)

18. Serves as the back-up to the Human Resource Specialist.
19. Prepare all incoming documentation.
20. Maintain and order office supplies for the department.
21. Other duties as assigned

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building I (Founders Hall), Ocala Campus

SUPERVISOR OF POSITION: Director of Human Resources