

Posting 03/17/2017  
Hourly rate of pay \$10.00 - \$11.00



The College of Idaho invites applications for an Administrative Assistant to provide general administrative support, reception, and customer service for the Human Resources office. Admin performs HRIS data entry and assists with recruitment activities and benefit processing. This position requires a high level of accuracy and attention to detail as well as a fundamental understanding of Human Resources.

### **Essential Functions**

- Provide administrative support for the departmental staff including but not limited to copying, filing, preparation packets, preparing mailings, collecting and distributing mail, and maintaining and ordering office supplies.
- Screen and direct calls; greet visitors, and schedule appointments.
- Create, maintain and archive physical files and electronic records.
- Perform data entry of employee, volunteer, and benefit information in HRIS. Responsible for data integrity and basic report generation. Coordinate with Payroll Accountant to ensure timely submission, processing accuracy, and problem resolution of data prior to monthly payroll processing.
- Assist HR Generalist with applicant tracking and pre-employment processing.
- Assist HR Generalist with the processing benefit elections (new enrollments, changes, terminations) including data entry into vendor systems and/or electronic notifications to vendor. Assist with the annual open enrollment process.
- Assist HR Director with the creation, maintenance and archival of HR information in the College's learning management system, intranet, and public website.
- Create and maintain documentation regarding job and routine office activities, establishing procedures, priorities and deadlines within your control. Make recommendations for streamlining or process improvement for those outside your span of control.
- Perform additional duties as assigned.

### **Knowledge, Skills, and Abilities**

- Excellent communication skills, both oral and written, in English
- Knowledge of office support functions including filing, composing a variety of documents, gathering and compiling data and balancing a workload of multiple projects
- Must demonstrate a high level of customer service, attention to detail, and organizational and problem-solving ability.
- Excellent interpersonal and relationship skills to support multiple personalities in a professional manner
- Able to perform job duties with moderate supervision, prioritize and complete work according to prescribed deadlines.

- Ability to read and interpret documents such as safety rules, operating instructions and procedure manuals. Ability to read, comprehend and write simple instructions, short correspondence and memos. Ability to effectively present information one-on-one and in small group situations to a diverse group of students, staff, faculty and the general public.

### **Qualifications**

- High school diploma or equivalent
- Minimum of one year experience in an office environment, experience in HR setting preferred.
- Proficiency with Microsoft Office suite, Outlook, Word and Excel specifically; Prior experience with Ellucian Colleague or another HRIS preferred.
- Hands on understanding of basic database operation
- Must possess a high level of discretion and confidentiality
- Present professional image on behalf of Human Resources and The College of Idaho
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

This is a regular, full-time position with excellent benefits.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current resume, and the names and contact information of three (3) references, two (2) management and one (1) professional to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu) indicating **Human Resources** in the subject line. Please email your application materials to the email address noted above. Application review will begin immediately. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho please visit [www.collegeofidaho.edu](http://www.collegeofidaho.edu)

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.