

# Westmont College

## Human Resources Assistant

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### Human Resources

**Position Summary:** Performs a variety of complex technical and administrative duties relating to HR functions and programs in the areas of: recruitment; new hire orientation; workers' compensation; benefits administration; classification and compensation and employee relations; and provides information and assistance to employees and the public regarding human resources activities and services.

**Qualifications:** Requirements include: College degree; minimum of one year experience in Human Resources, or related education/training that provides the required skills; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; ability to multi-task with accuracy with developed problem solving skills; ability to cheerfully serve the needs of others while maintaining focus on details and deadlines in an environment characterized by frequent interruption; demonstrated effectiveness in working independently and in a team environment; developed oral and written communication skills; demonstrated technical skills using MS Office suite; ability to establish and maintain cooperative relationships with others; ability to maintain a warm and professional manner with a positive customer service mindset; ability to maintain the highest level of integrity with the ability to work with sensitive and confidential information. Also requires excellent interpersonal skills using tact and diplomacy; ability to communicate complex information effectually; ability to plan, organize, and complete assignments without close supervision.

### Responsibilities:

- Serves as the initial contact for both internal and external customers, appropriately responding to needs directly or referring to others. Serves as a resource to employees, students, applicants and communication contacts; troubleshoots, researches answers, assists and communicates effectively.
- Works with the Human Resources department as a team to execute key HR programs/goals such as talent management, performance development, reward and recognition programs, and to streamline processes in order to better serve people.
- Prepares documentation for new hires and changes in pay, status and benefits. Manages the HRIS system and produces reports. Applies technical expertise to create and maintain data. Maintains HR analytics and web pages.
- Performs a wide variety of duties and changes focus quickly as demands change. Manages transition between projects and tasks effectively.
- Provides admin support such as: drafting correspondence/reports; arranges meetings; answers calls; processes confidential documents. departmental mailings & accounting transactions; maintains information retrieval system to ensure timely follow up; uses discretion and judgment in prioritizing tasks and requests.
- Anticipates, identifies and creatively assists in the resolution of issues requiring immediate response.
- Coordinates details for and manages staff onboarding process. Coordinates logistics and materials for committees and meetings.
- Uses sound judgment in following and applying appropriate laws, regulations, policies, and procedures. Effectively interprets College policy to promote understanding and clarification and to ensure consistency of practices.

- Supports recruitment by updating position descriptions and placing advertising. Manages details for search processes.
- Manages the recognition and service award process, distributing awards on a quarterly basis.
- Coordinates logistics and manages the details for two large special events annually.
- Completes claims for Workers' Compensation and Unemployment.
- Gathers data and prepares reports; conducts research and completes surveys. Responds in a prompt and helpful way to questions regarding the search process and employment verifications. Maintains secure and organized records.
- Actively contribute in staff meetings, training and seminars and participate in for professional development opportunities.
- Seeks opportunities to improve processes and adapts to demands outside the normal duties. Reacts positively to change and exhibits willingness to contribute in new ways.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor (and others who may be affected) informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Performs other duties as needed.

**Reports to:** Director of Human Resources

2021