

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF HUMAN RESOURCES

GENERAL STATEMENT:

Provide administrative support to the director of human resources.

REPORTS TO:

Director of Human Resources

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; Associate degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years experience in the secretarial field; Experience in personnel preferred.

OTHER:

Computer/word processing and typing skills; Good organizational and telephone skills; Ability to operate all office equipment; Good public relations skills.

DUTIES AND RESPONSIBILITIES:

- Perform secretarial support for human resources.
- Establish and maintain filing system for departmental records.
- Inform applicants of our current job vacancies, application process and benefits.
- Responsible for announcement of all job vacancies, placing ads in the newspaper for all job vacancies, and bulk mail out for announcing professional job vacancies.
- Administer and grade typing tests for secretarial/clerical job vacancies.
- Respond to all resumes received with a "No Vacancy" letter or an "Existing Vacancy" letter and an application on a daily basis.
- Enter all applications and resumes into the computer on a weekly basis.
- Responsible for keeping application files up-to-date according to policy.
- Responsible for compiling a book of all requests for personnel, job announcements, bulletin board announcements, newspaper tear sheets and purchase orders, job applicant logs, candidates interviewed, interview report forms, and position filled letters.
- Maintain job descriptions for College personnel.
- Coordinate and maintain the application for employment process.
- Prepare and collect documentation for part-time employees and student employees.
- Supervise student assistant.
- Other duties as assigned by the director of human resources or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 5/4/05

JD116