

POSITION POSTING

POSITION: Administrative Assistant, Office of Human Resources
REPORTS TO: Business Manager, Director of Human Resources
DATE POSTED: July 14, 2017
DATE AVAILABLE: Immediate
REQUISITION NUMBER: 2017350

Summary/Objective: This posting is for a full-time, 12-month, 40 hours per week, non-exempt position. This position provides administrative and secretarial support for the Office of Human Resources. In addition, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of internal and external callers and visitors to campus. Independent judgment is required to plan, prioritize and organize diversified workload. Pleasantly manage phone calls, walk-in inquiries, and area traffic in this fast-paced work environment.

Required Education and Experience:

1. High school diploma.
2. One year of administrative office experience.

Preferred Education and Experience:

1. Additional years of administrative office experience preferred.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Act as the Office of Human Resources receptionist and provide clerical support for office personnel.
2. Open office complex daily, unlock and lock file cabinets, maintain office supplies, stock form drawers, and process incoming and outgoing mail.
3. Perform customer service functions by answering employee requests and questions.
4. Process and maintain UF Employment Applications.
5. Process all mail for the office.
6. Perform employment verifications as needed.
7. Provide support for TSheets, including researching and resolving TSheets problems.
8. Assist with recruitment tasks as needed (applications & interviews).
9. Maintain UF's Joys and Concerns Policy: processing HR's cards and library memorials.
10. Assist in the completion of I-9 Forms and verify I-9 documentation.
11. Train and coordinate HR's student employees' work hours, workload, schedule and time records.
12. Assist UF students in completion of student employment paperwork.
13. Monitor tardy and absenteeism reports and ensure proper documentation is issued on employees who have excessive tardiness or absenteeism problems.
14. Maintain 90-day Performance Evaluation tracking procedure.
15. Monitor yearly performance evaluations and ensure they completed in a timely manner.
16. Administer and grade Clerical Testing for administrative assistant and clerk positions on campus.
17. Complete UF Accident Reporting report.
18. Process files and answer questions submitted to HR@findlay.edu.
19. Provide backup in the absence of office personnel.
20. Perform background verifications as needed.
21. Assist with department events as needed.

22. Schedule meetings and interviews as requested by the director of HR.
23. Maintain Affirmative Action information.
24. Plan and organize Support Staff Conference and luncheons.
25. Perform all other duties deemed appropriate for this position

Competencies:

1. Communication Skills.
2. Organization Skills.
3. Teamwork Orientation.
4. Time Management.
5. Flexibility.
6. Discretion.
7. Ethical Conduct.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

The Office of Human Resources will accept complete applicant files for Requisition Number 2017350 no later than July 27, 2017. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer
Male/Female/Disabled/Vet.