

POSITION DESCRIPTION
2008-35 HUMAN RESOURCES ASSOCIATE



2008-35 Human Resources Associate

Job Posting Notice: 2008-35

Date to be Posted: December 29, 2008

Application Deadline: First consideration given to application materials postmarked by January 8, 2009.

Potential Starting Date: January 2009

Salary: Commensurate with education and experience.

Other: 37.5 hours per week – Monday through Friday

General Description

The position reports to the Assistant Director of Human Resources and is responsible for providing high level administrative and coordination support in all areas of the Office of the Chancellor Human Resources Office operations. Projects will be provided to the HR Associate by the Director of Human Resources, Assistant Director of Human Resources, and Benefits Coordinator.

Responsibilities

- Opens, date stamps, and routes department mail.
- Monitors and appropriately routes email received in two general department-specific email boxes (ELRAPPS and OOCHR).
- Monitors supply levels and orders supplies for the department as necessary.
- Completes monthly purchasing card reconciliation according to Accounting policies and procedures.
- Proofreads, finalizes and distributes correspondence generated by department employees.
- Maintains office filing system including filing into and archiving of personnel history files, search files, temporary vendor files, etc. Recommends improvements to filing system when appropriate.
- Answers main department line, responds to general inquiries and routes calls within the department as appropriate.
- Greets visitors and assists employees with questions/concerns when able.
- Assists with mass mailings to employees, whether interoffice mail or electronic mail.
- Updates the Office of the Chancellor Human Resources website at the instruction of department members.
- Provides coordination and administrative support for the recruitment and selection of Office of the Chancellor staff, including:
 - ✓ Keeps an electronic file of position descriptions and converts historical hard-copy files into electronic versions.

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- ✓ Prepares and places advertisements.
 - ✓ Maintains Office of the Chancellor employment webpage with new postings and search status information.
 - ✓ Maintains database of status information for all employment searches.
 - ✓ For active Office of the Chancellor employment searches, logs and screens incoming resumes to evaluate qualified candidates prior to search committee review.
 - ✓ Administers candidate testing for clerical searches.
 - ✓ Provides guidance to search committee chairs throughout the duration of a search.
 - ✓ Coordinates recruitment of temporary personnel via approved contracts with temporary employment vendors, including working with supervisors to determine personnel needs and to draft descriptions of duties, considering other avenues to secure personnel, and working with Procurement Office when necessary to ensure procurement procedures are properly followed.
 - ✓ Assists with the coordination of use of paid and non-paid interns earning college credits.
 - ✓ Works closely with the Assistant Director of Human Resources and Faculty Coordinator of The Harrisburg Internship Semester (THIS) to ensure proper processing of new THIS interns each semester.
 - ✓ Assist with the coordination loaned executive and annuitant rehire processes.
 - ✓ Handles applicant inquiries.
 - ✓ Coordinates background checks according to Office of the Chancellor Background Check policy.
 - ✓ Drafts correspondence related to areas of responsibility for the signature of others including the Chancellor, Executive Vice Chancellor, and Director of Human Resources, including offer letters for all new employees.
- Provides coordination and support for administration of employee benefits, including:
 - ✓ Prepares binders for employee orientation sessions.
 - ✓ Coordinates the annual State Employees' Combined Appeal (SECA) for the Office of the Chancellor.
 - ✓ Serves as the primary point of contact and coordinates the annual flu shots for the Office of the Chancellor.
 - ✓ Assists with the coordination of the annual/semi-annual blood drive(s) for the Office of the Chancellor.
 - ✓ Assists with the administration of tuition waiver benefits for Office of the Chancellor employees and their dependents.
 - ✓ Over time learns to serve as the backup to Benefits Coordinator in providing benefits orientations to new Office of the Chancellor employees.
 - Provides support and backup for SAP processing, including:
 - ✓ Enters leave slips, time sheets, work schedule changes, address changes and other SAP transactions as assigned by the Assistant Director of Human Resources and Benefits Coordinator.

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- ✓ Assists with the coordination of exchange of personnel history files and leave balances for newly hired and/or newly separated Office of the Chancellor employees transferring from/to other PASSHE universities and/or the Commonwealth of Pennsylvania.
 - ✓ Serves as the backup to Assistant Director of Human Resources in biweekly payroll verification process.
 - ✓ Conducts periodic SAP data audits to ensure consistent adherence to policy.
 - ✓ Handles employment verifications for former and current Office of the Chancellor employees.
- Provides administrative support to the Office of the Chancellor worklife and wellness committees.
 - Special projects and other duties as assigned.

Qualifications

A high school diploma and two to three years of progressively responsible administrative experience are required.

Required Knowledge, Skills, and Abilities

- Ability to handle sensitive issues and correspondence with a high degree of confidentiality and discretion.
- Ability to follow strict deadlines.
- Ability to work in a fast-paced, detailed, high volume environment.
- Ability to multi-task.
- Working knowledge of Microsoft Office suite of software, including Word, Excel and PowerPoint.
- Excellent organization, time management, and communication (both orally and in writing) skills.
- Proven customer service skills.
- Ability to work independently with minimal supervision and as part of a team.

Conditions

This is an at-will, non-civil service position. Position salary will be based on the candidate's experience and education. Candidate must complete a successful interview. Liberal benefits include voluntary benefits unique to PASSHE.

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To apply, submit:

1. A cover letter.
2. A resume.
3. A **completed** and **signed** Pennsylvania State System of Higher Education Application for Employment* that includes the names, addresses, and phone numbers of at least three references. Please include the **position number 2008-35** in the section marked 'Position for which you are applying.'
4. A completed [Affirmative Action Data Collection Form](#) *. Please return the AA Form with your application, but enclose the AA Form in a **sealed, unstamped envelope** addressed to **Affirmative Action Processing**, or fax the AA Form directly to (717) 720-4438.

* If you are unable to access these documents on-line please call (717) 720-4170 and they will be faxed or mailed to you.

Submit by:

- U.S. Mail – send documents to:
Pennsylvania State System of Higher Education
Dixon University Center – Human Resources Office
2986 North Second Street
Harrisburg PA 17110
- Fax – fax documents to (717) 720-4438.
- E-mail. Please include the position number **2008-35** in the subject of your email and send documents to elrapps@passhe.edu.
- Hand delivery – please use address above.

Application materials accepted until position is filled. Information, including the job application, the Affirmative Action Data Collection Form, and this posting, is available by calling (717) 720-4170. Additional information about the Pennsylvania State System of Higher Education is available at <http://www.passhe.edu>.

The Pennsylvania State System of Higher Education is an equal opportunity/affirmative action employer and encourages applications from minorities, women, veterans, and persons with disabilities.