POSITION DESCRIPTION

TITLE: Personnel Assistant

LOCATION: Office of Human Resources

REPORTS TO: Director of Human Resources

GRADE: BOG 7

WORK SCHEDULE: 35 hours per week; Monday through Friday

BASIC FUNCTION: To assist the staff of the Office of Human Resources with the planning and implementation of day-to-day operations for the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the first point of contact for customers. Obtain general information from visitors and callers in order to provide accurate information and/or make appropriate referrals. Establish and maintain an office environment conducive and sensitive to the varying needs of the college’s employees, other agency officials and the general public.
- Assist with creating and maintaining accurate employee records in the Banner database. Assist with running routine reports from Banner and associated reporting tools. Serve as the primary support and back up for the Personnel Officer-HRIS.
- Maintain accurate and up-to-date files for all job postings and job applicants. Assist in the maintenance of the applicant database; process correspondence and respond to inquiries pertaining thereto. Assist applicants in navigating the on-line application process.
- Produce and/or process complex material such as State required forms, department initiated studies, statistical reports, mass mailings and e-mails, as well as routine but deadline-oriented correspondence.
- Coordinate the processes associated with the annual employee evaluation program, including, but not limited to, organizing and disseminating evaluation materials; monitoring returned evaluations; checking for completion; informing the Director of unfavorable employee ratings; and updating job descriptions.
- Participate in the training and supervision of student workers.
- Prioritize work so that all required deadlines are met and the efficient operation of the department is consistently maintained; responsible for the upkeep of all office records and files.
- Maintain cordial working relationships with various College departments to ensure the proper processing, delivery and/or receipt of information.
- Verify CCRI transactions against the State’s Master File and follow up on discrepancies.
- Book rooms, schedule/confirm appointments, and fax schedules for various groups such as TIAA-CREF, MetLife and VALIC representatives.
ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):

- Ensure the confidentiality of all office transactions, files and reports.
- Assemble benefits and employment materials for individual and group orientation sessions.
- Assist with the planning, scheduling and conduct of large scale department activities such as training sessions, orientation sessions, benefits opening drives, award ceremonies, etc.
- Act as backup for other Human Resources department staff during periods of absence or peak periods.
- Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:
Personal computer, typewriter, telephone, fax machine, copiers and calculators.

ENVIRONMENTAL CONDITIONS:
This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- High school diploma or equivalency including or supplemented by training in typing, business practices and computer software programs, including MS Word, Access, Excel and PowerPoint required; Associate's degree in related field preferred.
- At least 2 years of experience in a similar capacity required, preferably in an institution of higher education.
- Experience working with RI State Personnel system preferred.
- Experience working in a human resources office preferred.
- Experience with Banner HR module and Discoverer preferred.
- Experience with PeopleAdmin applicant tracking module preferred.
- Must possess strong organizational and interpersonal skills.
- Must be able to understand and maintain the confidentiality of all transactions.
- Ability to respond to employees, state agency personnel, general callers, etc., in a polite, sensitive and competent manner is an absolute necessity.
- Must be able to work in a deadline-oriented environment; must be able to multi-task.

CCRI is an Equal Opportunity / Diversity Employer.
Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period. TTY: (401) 825-2313.
All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.