



Job Posting Announcement: 9/20/2018

HUMAN RESOURCES ASSISTANT

Quinebaug Valley Community College is a public two-year college supported by the State of Connecticut and governed by the Board of Regents. The College is accredited by NEASC and is one of 17 institutions in the Connecticut State Colleges and University (CSCU) system. QVCC is located in the Northeastern corner of the state, a rural and beautiful part of Connecticut and New England.

RESPONSIBILITIES:

The Human Resources Assistant assists in the administration of human resource and affirmative action programs to contribute to the effective management of the CSCU staff.

Key Duties and accountabilities include:

- Assist in recruiting and hiring classified and unclassified employees.
- Perform initial on boarding for new and returning staff including coordination of nomination forms and contracts. Conduct orientation for new staff members in such areas as completion of required forms, explaining university policies, benefits, payroll information and time card process.
- As assistant in affirmative action, incumbents provide advice and recommendations to managers and supervisors on hiring and promotion actions which are beneficial to the university's affirmative action effort.
- Assist in administration of employee benefits programs.
- Manage staff personnel records.
- Manage biweekly payroll process; verify compliance with time and labor accrual codes and deadlines to ensure timely and accurate payments; balance payroll to Core-CT file.
- Provide general administrative services such as producing reports on employment, benefits and payroll, assisting in the publication of newsletters, responding to public inquiries about employment with the CSCU system, aiding job applicants in applying for work, assisting in arranging for in-service staff training and additional duties as needed.

QUALIFICATIONS:

Demonstrated ability to understand and apply human resources policies and procedures in a way that meets legal and regulatory requirements and that supports the university's management in their objective of recruiting and retaining appropriately qualified staff and providing effective administration of sound human resource management programs.

These skills and abilities normally are acquired through a combination of experience and training in human resource administration of at least four years. University education in human resource management or government administration for two of those years is highly desired for personnel administration in institutions of higher learning. Experience with JobApps, Core-CT (especially job data, person data and time and labor modules) preferred.

MINIMUM SALARY: \$45,200 plus State of CT benefits

ANTICIPATED STARTING DATE: November 2018

APPLICATION DEADLINE: October 5, 2018

APPLICATION PROCEDURE:

E-mail a completed [Community College Employment Application](#), a current résumé, cover letter, and unofficial transcript(s) to: **Lois Kelley, Human Resources Assistant - lkelly@qvcc.edu**

PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Quinebaug Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record in its programs or activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Paul Martland, Section 504/ADA Coordinator, , EEO Officer and Title IX Coordinator, pmartland@qvcc.edu , 860-932-4124; Quinebaug Valley Community College, 742 Upper Maple Street, Danielson, CT 06239