



HUMAN RESOURCES ASSISTANT

Augustana University invites applications for the position of full-time Human Resources Assistant. Normal operating hours for this position are Monday through Friday, 8:00 am to 5:00 pm.

As a Human Resources Assistant, you will have the opportunity to be the first contact for daily operations of the HR Department.

The duties, competencies, and responsibilities of the position include but are not limited to:

- Act as front receptionist for the Human Resources Department and answer employee questions as well as provide policy interpretation by utilizing excellent customer service to employees, students, and the public.
- Process incoming mail/email.
- Create and distribute policy and procedure documents, summary plan descriptions, etc.
- Provide support for all functions within the Human Resources Department.
- Coordinate data entry and reporting in conjunction with Assoc VP/Controller to ensure payroll and Human Resource efficiencies and controls.
- Compile and maintain monthly reporting.
- Assist with campus-wide employee events including the employee picnic, service award ceremony, United Way campaign, and the new employee tailgate along with Golden Viking activities.
- Facilitate post-offer process for new hires by preparing offer letters or Letters of Appointment and sending necessary information in advance of first day.
- Prepare new hire packets and compile information into new hire folders.
- Coordinate the efforts of proper I-9 completion, storage, and process necessary data for employees to ensure compliance, accurate, and timely payroll processing.
- Perform file audits to ensure that all required documentation is collected and maintained.
- Coordinate and perform campus-wide background checks.
- Work with the Employment Specialist to ensure all volunteers, and unpaid interns have completed required compliance.
- Complete reference checks.
- Update and maintain position codes and employee database when positions are created or changed.
- Ensure that Augustana's Human Resources web site effectively communicates the university's open positions and that standards are maintained and updated as needed.
- Maintain internal employee portal as it relates to Human Resources.
- Work with Financial Aid in maintaining tuition assistance tracking and communication.
- Keep updated on current Human Resources trends, policies, legal and compliance requirements.

Qualifications for this position:

- Minimum of 2 years of post-secondary education. Bachelor's degree preferred.
- 3 years of prior experience in similar positions, previous experience in Human Resources is preferred.
- Previous experience with basic accounting principles is necessary.

- Knowledge of data entry/ database systems.
- A working understanding and knowledge of higher education and non-profit sector is desirable

What can you bring to this position?

- Knowledge of the Microsoft Office Suite (including Word, Excel, PowerPoint, and Publisher) and the Google Suite (Sheets, Calendar, Drive, and Gmail).
- Knowledge of general accounting principles, business communications, and general office procedures.
- A high energy and self-starter demeanor with demonstrated problem solving skills to work in an environment with frequent interruptions and changing priorities.
- Excellent and tactful communication skills along with your high attention to detail.
- Strong organizational, planning, and time management skills.
- Ability to work independently and as part of a team.

Interacting with students, faculty and leadership with different backgrounds and points of view and a deep appreciation of and respect for academic values and culture must be a top value of the candidate.

Augustana University will continue to monitor concerns related to Covid-19 and its variants in the months to come, and we expect to provide all, or nearly all, of our instruction in face-to-face labs and classes beginning fall of 2021. Applicants for faculty and staff positions should thus be prepared to participate fully in on-campus, face to face experiences in the coming academic year.

Application Procedure: Review of applications will begin immediately and continue until the position is filled. Interested applicants should provide a cover letter, statement of diversity, resume, Augustana University [employment application](#), and the names, addresses and phone numbers of three references. Application materials are to be sent electronically to: humanresources@augie.edu.

Augustana University is an Equal Opportunity/Affirmative Action/Title IX Employer that seeks to recruit, develop and retain a talented and diverse workforce. Augustana University is committed to excellence through diversity and strongly encourages applications from the entire spectrum of a diverse community. Submission of official transcripts may be required upon employment. Final candidates must satisfactorily complete a pre-employment background check.