



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

EMAIL: hr@cei.edu

HUMAN RESOURCES ASSISTANT PART-TIME

NON-EXEMPT Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of October 15, 2018 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$11.00 - \$12.00 Hour - No Benefits
19 hours per week

Location(s): Idaho Falls

GENERAL STATEMENT OF FUNCTION:

The Human Resource Assistant provides assistance to agency human resource or director for all or parts of the agency's human resource recruitment, training, and employee relations. Recruitment responsibilities may include composing recruitment announcements and advertisements, creating, modifying and implementing recruitment plans including organizing applicant information, explain application and hiring processes, and building interview packets. Training activities may include researching, coordinating and participating in the delivery of human resource training. Responsible for building employees in the Colleague system, GCN, and other HR related software programs.

EXAMPLE RESPONSIBILITIES:

Individual will assist the HR Executive Director. Work emphasis of the Human Resource Assistant includes a wide variety of activities in supporting human resource activities such as recruitment announcements and interview packets, employee relations and employment packets. Work requirement is to serve as the primary administrative support for human resource functions as well as the depth, complexity and range of work assignments, independence to initiate projects, direction and training received from the HR Executive Director.

Assists applicants and the public on career opportunities at CEI; explains application and hiring procedures; preparation and submittal of personnel, payroll and benefits documents; establishes and maintains employee record system; responds orally and in writing to requests for information. Recruitment: assists with developing recruitment announcements; participates at CEI functions as requested. Participates in all aspects of CEI Human Resources Services, including: Process personnel transactions; assist with the maintenance of CEI Personnel-related policies and procedures; Personnel record-keeping and maintenance; Benefits administration in coordination with the Office of Group Insurance; Consistent application of Personnel policies and procedures;

onboarding processes and procedures; Communication of HR-related information to CEI staff and faculty.

MINIMUM QUALIFICATIONS:

- Good knowledge of: Human resource administration; equal employment opportunity/affirmative action concepts and legal requirements;
- Good knowledge of administrative support functions including organization skills, composing business documents, compiling and summarizing data, and customer service;
- Strong working knowledge with Excel

ADDITIONAL DESIRED QUALIFICATIONS:

- Experience working in post-secondary education environment with an in depth understanding of the various employment classifications;
- Experience working with faculty contracts/ agreements;
- Experience in payroll processing.

HOW TO APPLY:

Electronically submit a completed application packet **(in .pdf or Word format)** to hr@cei.edu. The application packet must include the following:

1. CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.