



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/19/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Personnel (HR) Assistant (Recruitment, WC & HRIS)
Status: Full-time, 35 hours per week
Grade: 7
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Manager of Human Resources (Recruitment, WC & HRIS)

PRIMARY PURPOSE:

Assist the Manager of HR (Recruitment, WC & HRIS) with the day-to-day administration of recruitment efforts, job descriptions, postings, Applicant Tracking System updates (non-classified and classified) and assisting applicants; worker's compensation administration and HRIS reporting. Assist with faculty and staff evaluation dissemination and tracking. Support a variety of other routine human resources functions and complex projects as needed.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Assist the Manager of HR with the day-to-day administration recruitment efforts, job descriptions, postings, Applicant Tracking System updates, worker's compensation administration, and HRIS reporting.
- Handle first-line questions/issues regarding requests for PeopleSoft reports and verifications of employment for faculty and professional staff.
- Work with Manager of HR, State Employees' Workers Compensation office, Payroll office and third-party administrators to resolve matters as needed.
- Coordinate and produce WC reports; follow-up as needed and submit to the appropriate State agency.
- Send out FMLA letters.
- Track work-related incidents on a monthly basis (OSHA reporting).
- Assist the Manager of HR with faculty and staff evaluations.
- Assist with, compile and/or process complex material such as job descriptions, organizational charts, Personnel Review Committee material, union related documents and/or grievances, State required forms, department-initiated studies, mass mailings, and other HR statistical reports, as well as routine correspondence; maintain related HR files as needed.
- Assist as needed with inputting data into PeopleSoft.
- Assist with updating as needed on-line applicant tracking postings (non-classified and classified), position management data; assist with related search committee questions, on-line employment@ric email responses and other applicant questions.
- Prioritize work to insure efficiency and that all required deadlines are met. Maintain an office environment conducive and sensitive to the varying needs of employees, College and other agency officials and the general public.
- Maintain cordial working relationships with various college departments to ensure the proper processing, delivery and/or receipt of information.

Occasional Job Functions:

- Assist with large scale department activities such as training sessions, award and retiree ceremonies, etc.
- Perform other duties and responsibilities as assigned by the Manager of HR or Director of HR.

REQUIRED QUALIFICATION STANDARDS:

Education & Experience:

High school diploma with six (6) years of experience in human resources or related field,

OR

Associate's degree in a related field,

OR

Two years of post-secondary education in a related field with two (2) years of experience in human resources.

Skills, Knowledge and Abilities:

- Ability to respond to employees, state agency personnel, union representatives, general callers, etc., in a polite, sensitive, and competent manner.
- Excellent communication, organizational and strong analytical skills.
- Demonstrated competency in use of contemporary computer software including word processing and spreadsheets, and business practices.
- Working knowledge of PC software for data management.
- Ability to understand and maintain the confidentiality of employee personal information relative to position management and recruitment issues, HRIS information, WC medical documentation, employee benefits, union related matters/grievances, affirmative action matters, HR transactions, files and reports.
- Ability to remain calm under pressure.
- Ability to collaborate cooperatively with others.

PREFERRED:

- Experience in recruitment and creation of job descriptions.
- Knowledge of relevant federal and state regulations such as ADA.
- Familiarity with PeopleSoft, PeopleAdmin or other information technology software.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.