OPENING FOR
HUMAN RESOURCES ASSISTANT
HUMAN RESOURCES

ANTICIPATED HIRING RANGE: $33,280 – $37,440
Anticipated Total Compensation Package: $59,290 - $63,797*
*based on health insurance coverage for employee + family

This is a full-time position that is eligible for benefits.

THE POSITION
Under the general direction of the Human Resources Manager, the Human Resources Assistant provides quality customer service and performs a variety of technical and administrative duties in support of the Human Resources (HR) Department. In alignment with ASI’s mission, the Human Resources Assistant maintains a student learning-centered HR Department by working collaboratively with HR student assistants and HR interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Provides administrative support to the Human Resources department staff to include calendaring, event scheduling, coordinating IT and telephone needs, coordinating travel arrangements, preparing correspondence, preparing meeting agendas and minutes, processing and distributing departmental mail, filing, copying, and shredding
• Serves as the HR Department’s initial point of contact and responds to a variety of customer inquiries and requests for information in a timely and professional manner; responds to employment verification and Unemployment Insurance requests and general inquiries from the public, applicants, and employees
• Assists with performing accurate data entry into the Human Resources Management System (HRMS) including recruitment, employment and benefit related transactions
• Completes accurate reporting of employee information to the Employment Development Department (EDD)
• Assists with the recruitment process communicating application and recruitment status to candidates, scheduling interviews and new hire orientations, and large new hire orientations including verifying I-9 documentation
• Maintains the performance evaluation tracking system and coordinates timely completion of evaluations by supervisors
• Assists with the benefits administration process by entering employee data into out agency database systems and entering and reporting information in a timely manner
• Coordinates the inventory of the HR Department’s Organizational Development and Training library; processes requests for materials, ensuring proper check-out and timely check-in of materials
• Accurately maintains the personnel and recruitment filing systems
• Maintains the HR Department’s budget tracking system and assists in the maintenance of accurate financial records; prepares and submits a variety of disbursement requests and purchase orders
• Researches, gathers, analyzes, and prepares data for a wide variety of reporting; utilizes the Human Resources Management System (HRMS) to extract data and compile a variety of reports including workforce and recruitment reporting
• Coordinates the purchase, inventory, and maintenance of office supplies and equipment
• Prepares department materials including disbursement requests, purchase orders, new hire materials, and employee name badges; updates, orders, and distributes a variety of HR materials including required notices, pamphlets, and posters
• Monitors employee hours
• Assists with coordination of maintaining and updating the departments processing and procedures
• Training HR student assistants and HR Interns on HR related processes and procedures
• Assists with maintaining the Human Resources Internship Program
• Performs other duties as assigned
QUALIFICATIONS
- Equivalent to an AA degree required
- Minimum of one year of general clerical experience
- Basic knowledge of human resources functions and procedures
- Demonstrated ability to maintain confidentiality and a diplomatic, professional demeanor
- Excellent grammar skills with the ability to communicate clearly and concisely, both orally and in writing
- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Strong analytical skills with the ability to perform accurate, detailed work
- Ability to prioritize tasks, display initiative, and remain flexible in a changing environment
- Ability to follow instructions and accurately accomplish tasks in a timely manner to meet deadlines
- Demonstrated ability to work with a diverse student population and campus community
- Ability to operate an office work station, utilizing word processing, spreadsheet and other software
- Ability to satisfactorily complete a background check (including a criminal records check)

WORK ENVIRONMENT
Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 25 pounds.

POSITION SENSITIVITY
Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

BACKGROUND CHECK
A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

APPLICATION PROCEDURE
Both an application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the ASI Website and in the Human Resources Department.

Submit resume and application to:
Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35
Pomona, CA 91768

Phone: (909) 869-2845
E-mail: asihr@cpp.edu

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI
Established in 1963, Associated Students Incorporated (ASI), is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.
EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.