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Idaho Falls, ID
(208) 524-3000

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

EMAIL:
hr@cei.edu

Non-Classified
Opening

HUMAN RESOURCE ASSISTANT

Non-Classified Classification

College of Eastern Idaho

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

Part-time, \$11 - \$12/hr. 19.5 hours weekly Part-Time

Location(s): Idaho Falls

SPECIAL NOTIFICATION: Incumbent will report directly to the Human Resource Director. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

CLASS PURPOSE: 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.

RESPONSIBILITIES:

- Individual will assist the HR 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 Director.

ASSIGNMENT RESPONSIBILITIES INCLUDE:

- 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 OR REQUIREMENTS:

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

PHYSICAL DEMANDS INCLUDE:

This is largely a sedentary role; however, some filing and data entry is required. This would require the ability to lift files, open filing cabinets, bend or stand as necessary.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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 Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
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.